

ENERGY COMMUNITY SECRETARIAT

Vienna, Austria

The Energy Community Secretariat is one of the institutions set up under the Treaty establishing the Energy Community (the "Treaty"). The Energy Community is an International Organisation with its seat in Vienna. The Secretariat has overall monitoring, coordinating and administrative functions in regard with the implementation of the Treaty.

The Energy Community Secretariat offers a limited number of Internships for young **university graduates** who wish to acquire an understanding of the Energy Community's work or gain experience in the field of their studies.

In 2019, the Secretariat offers

INTERNSHIP OPPORTUNITY

[Internship/04-2019/Energy Efficiency]

in the Infrastructure/Energy Efficiency Unit of the Energy Community Secretariat

Objective: The interns will gain first hand insight into the Energy Community activities related to the implementation of the Treaty across a wide range of jurisdictions.

Internship period offered: March – July 2019

Scope of work (non-exhaustive):

- Participate in the Energy Efficiency Coordination Group (EECG) meetings and assist the Energy Efficiency Unit and EECG members in preparing the materials required by EECG Chair and the Secretariat;
- Assist the Unit in monitoring the legal compliance of Contracting Parties with the Energy Efficiency Directives;
- Assist the Unit with the preparation of Implementation Report on Energy Efficiency and any other EE Acquis related reporting obligations;
- Assist the Unit with monitoring the Donors projects in Energy Efficiency and organization of donors meetings
- Any other energy efficiency task required by the Head of Unit in the Energy Community Secretariat;
- The Intern will report to the Head of Unit.

Qualifications and skills:

- University degree or advanced university student in a field related to the tasks listed above (technical, economic or legal studies);

- Sound knowledge of EU/Energy Community Energy Efficiency legislation and its implementation;
- Ability to do research, good analytical skills to analyze a broad amount of data;
- Proficient computer skills; excellent drafting skills;
- Fluency in spoken and written English;
- Excellent interpersonal skills and ability to maintain confidentiality of information;
- ability to establish and maintain working relations in a multi-cultural environment with sensitivity and respect for cultural diversity;

Remuneration: Based on the Energy Community budget for 2019, the selected intern will receive an all-inclusive monthly stipend of EUR 1.611,60.

Candidates are requested to submit a CV, a motivation letter (max. 1 A4 page) as well as letter of recommendation from the appointing authority, as required under the applicable Rules: Rules for Seconded, Interns and locally recruited persons to the Energy Community Secretariat (see: [Procedural Act 2018/02/ECS-EnC](#) on rules for seconded, interns, other assignments and locally recruited persons).

Interested candidates are invited to apply to the Energy Community Secretariat via email to: recruitment@energy-community.org, not later than **01 February 2019**.