



The Council of European Energy Regulators (CEER) is seeking a High-Level Administrator for its Brussels-based Secretariat.

22 February 2019

CEER is a not-for-profit association under Belgian law and is the independent voice of 37 national energy regulators across Europe. Through CEER and its Secretariat based in Brussels, European energy regulators cooperate, exchange best practice and develop regulatory policy to benefit Europe's energy consumers. Further information is available at www.ceer.eu

The CEER Secretariat is seeking a full-time High-Level Administrator (HLA) to help deliver its important work. The position offers the right candidate with an opportunity to join a small dynamic Secretariat close to EU energy policy-making and legislative developments. You will be given the opportunity to develop skills and gain experience in areas such as energy regulation, EU policy development, team-working, verbal and written communication, work planning, diplomacy and stakeholder management.

Duties (non-exhaustive)

The HLA is responsible for providing operational, logistical and policy support, including:

- Information monitoring, analysis and reporting on EU energy regulatory issues, in particular following legislative developments and advising on the relevance for energy regulators and CEER;
- Providing operational support to energy regulatory working groups, tracking and following-up on deliverables for timely completion, uploading documents on the website, minuting meetings, ensuring quality control, and managing public consultations;
- Coordinating meetings, events and other internal/external activities;
- Establishing and maintaining excellent relations with stakeholders such as CEER's regulators, the EU Institutions, ACER, consumer groups and industry organisations. This includes clearly communicating the role and work of CEER, internally and externally;
- Contributing to deliverable coordination and efficiency across working groups within the Secretariat;
- Reporting on regulatory events and activities via internal briefings, the Annual Report and other publications/articles; and
- Data collection and benchmarking activities, including the development and maintenance of web-based databases, the preparation and dissemination of questionnaires and other requests for information, and providing an analysis of responses.

Requirements

- At least a university degree or equivalent;
- At least 2 years of professional experience working in an office environment;
- A basic understanding of EU energy regulatory principles;
- Strong communication skills in English, verbally and in writing, including an ability to explain complex issues succinctly and edit documents for clarity and

correctness;

- Flexible, pro-active attitude with strong team and organisational skills, and an eagerness to learn on the job;
- Ability to prioritise work and deliver under pressure; and
- Good knowledge of IT systems and Microsoft applications generally.

Advantageous

- Good knowledge of the electricity and/or gas sectors;
- Direct experience of EU energy regulation, covering electricity and/or gas;
- Direct experience of EU decision-making in the Institutions;
- Direct experience with online questionnaires/databases; and
- Skills in a European language(s) besides English.

Selection Process

Applications for the HLA position must be submitted in English, consisting of a letter of motivation (of no more than 2 pages) and CV, to myriam.demeyer@ceer.eu

The deadline for a valid application is 17:00 CET on Friday 15 March 2019.

For selected applicants, there will be a two-stage interview process. The Stage 1 interview is currently expected to occur around late March and can be facilitated by videoconference (if requested by the candidate). For selected candidates, this will be followed by a Stage 2 interview for which candidates must present themselves in person at the CEER office in Brussels.