

## **ENERGY COMMUNITY SECRETARIAT PROFESSIONAL POSITION**

### **Tbilisi, Georgia**

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

The EU4Energy Programme Phase II was launched by the European Union, as part of its Regional Action Programme – East. The Programme provides support through evidence-based energy policy design and through a transposition and implementation of the Energy Community acquis/DCFTA/EU best practice legal framework.

The EU4Energy Governance Project has an office in Tbilisi, Georgia. The purpose of a project office is to support, in close cooperation with all relevant national and international stakeholders, the authorities and public companies of Georgia in the design and implementation of their strategies, policies and regulatory tasks, in line with the rules and principles of the Energy Community Treaty and Association Agreement with EU. The professional to be recruited by the present procedure will be tasked to establish and coordinate the activities of the Tbilisi office, to liaise with all relevant national and international stakeholders and to work as part of a team of professionals on all tasks assigned by the Secretariat's management.

To pursue the implementation of the project, the Energy Community is looking for a professional who is interested in an engagement opportunity at a position of

### **SENIOR ENERGY EXPERT PROJECT MANAGEMENT UNIT**

*(ref.:ECS/18/EP/2022)*

Interested in an international employment opportunity and committed to the core values of our institution:

*Professionalism – Integrity – Cultural Sensitivity*

The Senior Energy Expert shall be responsible for the following **tasks**:

- Provide expert advice to the Secretariat as well as to the authorities of Georgia, including the Government, the Ministries, the regulatory authority and the competition authority, in all matters related to the reform of the energy sectors in line with Energy Community rules and principles;
- Support the Secretariat as well as to the authorities of Georgia, including the Government, the Ministries, the regulatory authority and the competition authority, in drafting all documents (primary and secondary legislation, decisions, etc.) necessary to the reform of the energy sector in line with Energy Community rules and principles;

- Perform analytical and factual research on energy issues related to the energy sectors in Georgia and the Energy Community;
- Manage and maintain the project office in Tbilisi, support the recruitment of additional staff and provide support for coordination of their activities;
- Ensure appropriate communication, visibility and information activities related to the project office;
- Liaise with the relevant staff members of the Energy Community in Vienna, Kyiv and Chisinau, and report regularly to the Head of Unit, the Director and the Deputy Director;
- Contribute to implementation of EU4Energy Governance work programme also in Moldova and Ukraine, as required, and to reporting.

The role requires the following **competencies and skills** from the successful candidate:

- University degree in engineering, economy, law or a closely related field;
- A minimum of 5 years of experience in the energy sector, including a minimum of 2 years of experience in Georgia or one of its neighbouring countries;
- Excellent command of English and Georgian;
- Capable of working in a multi-cultural and multi-disciplinary environment;
- Capable of performing well under pressure;
- Excellent analytical and drafting skills; strong presentation and negotiation skills.

## Employment

The Senior Energy Expert will be offered a contract for a period of 45 months, with a probation period of 6 months. The duty station is in Tbilisi, Georgia.

Monthly gross salary will be at a level of EUR 7.051 that is an all-inclusive, tax exempted package of remuneration. This basic salary is subject to inflationary adjustments on annual basis.

The commencement date of the employment shall be preferably March 2023.

## Selection procedure and next steps

According to Article 69 of the Treaty, the Director selects and appoints the staff of the Secretariat.

The Director will be supported in the selection procedure by a Selection Committee established in accordance with item III.15. of the *Rules for Recruitment, Working Conditions and Geographical equilibrium of the Secretariat's staff of the Energy Community*. The Selection Committee will agree on the shortlist of candidates meeting best the selection criteria as referred to in this vacancy notice. Before considered for an appointment by the Director, the successful candidate will undergo a medical examination by the Energy Community's medical practitioner<sup>1</sup>.

Shortlisted candidates will be invited, at an estimated time in February 2023, for an interview to take place virtually or in person.

## Applications and deadline

For applications to be valid, candidates must submit their application using on-line recruitment form for the position. CV's and motivation letters must be attached. The form is available here:

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<sup>1</sup> In accordance with Article III.7 of the Energy Community Recruitment Rules

[https://www.energy-community.org/aboutus/jobs/vacancies/form\\_18\\_2022.html](https://www.energy-community.org/aboutus/jobs/vacancies/form_18_2022.html).

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

Applications have to be sent by **22 January 2023, 24:00 CET** (submission date of recruitment form) at the latest.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

### **Data Protection**

Please note that your personal data will be stored and processed by the Secretariat in line with and for the period required by the purpose of the recruitment procedure.

For this particular position, a reserve list shall be established. The reserve list shall include short-listed candidates and shall be valid 12 months. The recruitment procedure is deemed to be finalised once the reserve list expires.

The Energy Community Secretariat is committed to protect the right to privacy and has implemented measures to ensure data protection. If you want to learn more or have concerns, please send an email to [data-protection@energy-community.org](mailto:data-protection@energy-community.org).

Should you encounter difficulties in submitting your application, please, contact [recruitment@energy-community.org](mailto:recruitment@energy-community.org).