

# VACANCY NOTICE



## ENERGY COMMUNITY SECRETARIAT PROFESSIONAL POSITION

### Vienna (Austria), or Kyiv (Ukraine), or Chisinau (Moldova)

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

Based on the work of the EU4ClimateResilience Project, the Secretariat looks for a professional who is interested in an engagement opportunity at a position of

### CLIMATE OFFICER (Monitoring, Reporting, Verification & Accreditation)

*(ref.:ECS/16/2025)*

Under the supervision of the Head of European Green Deal Unit the Climate Officer shall be involved in the following tasks:

- Conduct a comprehensive analysis of the existing legal and institutional framework for MRVA in Moldova and Ukraine, identifying gaps, inconsistencies, and areas for alignment with EU best practices and Energy Community Treaty obligations including alignment with EnC adapted version of EU ETS Directive, Monitoring and Reporting Regulation and Accreditation and Verification Regulation.
- Engage with national authorities (including ETS competent authorities, National Accreditation Bodies, relevant Ministries), operators of ETS installations, ETS verifiers and international partners to foster cooperation and consensus.
- Support capacity-building activities, including the preparation and distribution of

# VACANCY NOTICE



country tailored workshops and training sessions for national and local stakeholders including preparation of training materials and presentations and identification of stakeholders from private sector. Close cooperation with public authorities in order to agree on detailed scopes and agendas for individual workshops.

- Identification and cooperation with EU ETS MRVA experts (including representatives of EU ETS competent authorities from Member States) and EU ETS accredited verifiers to ensure their presence and presentation of their experiences during dedicated training sessions for participants.
  - Identification of key guidelines, guides and electronic forms prepared by the EC for the EU ETS MRVA and cooperation with translators and local authorities to translate them into the national language taking into account the specificities and existing national legislation of the country.
  - Cooperation with external consultants to coordinate and to ensure efficiency of their work and the fulfilment of their obligations and assigned tasks, including the preparation of the necessary analyses, reports and training.
- Ensure close coordination with other ongoing initiatives led by the Energy Community Secretariat in Moldova, Ukraine and the wider Eastern Partnership region.

## Requirements

The role requires a strong service-oriented approach, emphasizing data confidentiality and professional ethics. Proficiency in interpersonal and communication skills is vital for collaborating in diverse work settings and engaging with various stakeholders.

Core values and competencies:

- Professionalism: Demonstrates a high level of competence and ethical conduct in all tasks and interactions,
- Integrity: Consistently upholds the organization's core values and principles in all actions,

# VACANCY NOTICE



- Diversity: Respects and values diverse perspectives and contributions, fostering an inclusive work environment,
- Commitment: Actively contributes to the attainment of organizational objectives,
- Accountability: Takes ownership of both individual and delegated responsibilities, ensuring their successful completion,
- Collaboration: Effectively collaborates with colleagues to achieve shared goals and fosters a positive, trust-based working atmosphere,
- Result-oriented: Drives efforts toward achieving concrete outcomes and measurable results.

## Selection criteria

Eligibility criteria:

- Citizenship of either EU Member States or of any Contracting Party to the Treaty<sup>1</sup>,
- Physical capability to fulfil the responsibilities associated with the position<sup>2</sup>,
- University degree in economics, law, engineering, or another relevant field,
- At least three years of professional experience in similar activities,
- Excellent communication and drafting skills,
- Fluency in English (both written and spoken).

Supplementary criteria (to be considered as asset):

- Professional experience in Moldovan or Ukrainian energy sector,
- Professional experience with EU-funded projects,
- Fluency in Romanian or Ukrainian (both written and spoken).

---

**1** [HTTPS://WWW.ENERGY-COMMUNITY.ORG/LEGAL/TREATY.HTML](https://www.energy-community.org/legal/treaty.html)

**2** ANY FORMAL APPOINTMENT SHALL BE SUBJECT TO CERTIFICATION BY A QUALIFIED MEDICAL PRACTITIONER, DESIGNATED BY THE DIRECTOR THAT THE APPOINTEE POSSESSES THE DEGREE OF PHYSICAL FITNESS NEEDED FOR THE POST, IN ACCORDANCE WITH ARTICLE III.7 OF THE ENERGY COMMUNITY RECRUITMENT RULES

# VACANCY NOTICE



## Employment contract

The Climate Officer will be offered a contract for 15 months, in any case not longer than December 2026, with a probation period of 6 months<sup>3</sup>. The duty station shall be in Vienna (Austria), or Kyiv (Ukraine), or Chisinau (Moldova).

The salary ranges are defined by the Energy Community budget. For this position, the Energy Community Secretariat offers a tax-exempted salary of EUR 4.831. The final remuneration will be determined based on qualifications, experience, and outcome of the recruitment process.

Other benefits consist of:

- 30 annual leave days per calendar year, as well as the official national holidays of the duty station,
- Up to three work from home days per calendar month,
- Accident insurance fee coverage of 100%,
- Health insurance scheme in the form of a monthly reimbursement of up to EUR 500 of the actual cost of the individual health prime,
- Coverage of individual development and trainings in line with performance appraisal report.

The terms and conditions of employment adhere to the provisions outlined in the Energy Community Staff Regulations.

The commencement date of the employment is expected to be as soon as possible.

## 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.

---

**3 SUBJECT TO FUNDS AVAILABILITY**

# VACANCY NOTICE



Shortlisted candidates are expected to be invited in July 2025 for an online interview. They may be also invited to a written test in accordance with Article III.18 of the Energy Community Recruitment Rules.

## Non-discrimination

Any form of discrimination during the selection process is strictly prohibited, regardless of the grounds. All positions are equally accessible to any gender, with no consideration of race or creed. There shall be no favoritism towards specific individuals or nationals from any country, party, or signatory.

## Applications and deadline

For applications to be valid, candidates must submit their application using the on-line recruitment

form for the position. CV and motivation letter must be attached. The form is available here:

[https://www.energy-community.org/aboutus/jobs/vacancies/form\\_16\\_2025.html](https://www.energy-community.org/aboutus/jobs/vacancies/form_16_2025.html).

Please fill in all the requested fields, avoiding sentences such as "Please find this information on my CV".

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 June 10, 2025, 23:59 CEST (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 finalized once the reserve list expires.

# VACANCY NOTICE



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).

