

# VACANCY NOTICE



## ENERGY COMMUNITY SECRETARIAT PROFESSIONAL POSITION

### Vienna, Austria or Kyiv, Ukraine

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 with regard to the implementation of the Treaty by the Parties to the Treaty.

Based on the ongoing Energy Community Work Program, the Secretariat looks for a professional who is interested in an engagement opportunity at a position of

### FINANCIAL OPERATIONS AND REPORTING ASSISTANT

(ref.:ECS/06/2026)

Under the supervision of the Head of Unit, and in close cooperation with the Finance Management and Advisory Expert, the Financial Operations and Reporting Assistant will have the following main responsibilities:

- Assists the Secretariat in financial and operational data management, related to the Secretariat's obligations and operational workflows.
- Provides comprehensive support for reviewing and streamlining financial operations.

In this regard:

- Performs regular quality, consistency, completeness, accuracy, correctness and timeliness checks of data entered into the record-keeping systems by process owners, including, but not limited to databases, banking information, accounting and financial records and supporting documentation;
- Maintains and regularly updates financial and operational datasets relating to e.g. grant contributions, fund allocations, support requests, purchase agreements, commitments, invoices, payments and available balances;
- Through regular data controls and reconciliations identifies eventual documentation, numerical, data-quality and procedural discrepancies, and

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liaises with the responsible Expert and relevant colleagues to ensure their timely resolution.

- Supports the preparation of internal and external background notes, briefing materials, narrative-, and financial reports, audits, presentations, briefing packages, query responses and management updates by extracting, consolidating, validating and presenting data from relevant sources and by providing narrative summary. In this regard:
  - Operationally supports annual and ad-hoc internal and external audits. Specifically, follows the audit processes, and ensures that required unit responses and agreed follow-up actions and data provisioning are completed within agreed deadlines. Prepares supporting documentation and transaction breakdowns and verifies record traceability for evidencing.
- Assists in establishing and streamlining data management processes (e.g.: collection, processing, presentation) related to the Impact Reporting function.
- Proposes data management and procedural efficiency improvements.
- Other tasks assigned by the Director, the Deputy Director, or the Head of Unit.

## Requirements

The role requires a strong service-oriented approach, emphasizing precision, 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.
- Precision: Routinely and independently carries out verification and controlling tasks with low margin of error
- Integrity: Consistently upholds the organization's core values and principles in all actions.

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- 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 and stakeholders 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 the field of economics, business, finance, accounting, engineering or other field relevant to the job description,
- At least 2 years of relevant professional experience,
- Excellent command of English,
- Excellent attention to detail and consistency,
- Excellent communication and drafting skills,
- Demonstrated/referenced, excellent independent command of the Microsoft Office suite, specifically MS Excel.

Supplementary criteria:

- Professional experience in financial data management, record keeping, data quality

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

<sup>2</sup> 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

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control, reconciliations or financial process support,

- Professional experience in an international organization and/or public institution,
- Proven experience of working in a multi-cultural and multi-disciplinary environment,
- Capable of performing well under pressure,
- Ability to work independently and as part of a team, managing multiple tasks and priorities effectively,
- User-level knowledge of big data/database management solutions – e.g. SQL, Python libraries, MS Access or other,
- Good command of Ukrainian.

## Employment contract

The Financial Operations and Reporting Assistant will be offered an employment as Staff Member in line with the Energy Community Secretariat's Staff Regulations under an employment contract with an initial duration of three years, which may be renewed. The duty station is in Vienna, Austria or Kyiv, Ukraine.

The salary ranges are defined by the Energy Community budget. For this position, the Energy Community Secretariat offers a tax-exempted salary of EUR 3.279. The final remuneration will be determined based on qualifications, experience, and outcome of the recruitment process.

A system for salary ranges also allows for salary increases in the course of the employment, subject to performance criteria and availability of budget.

Other benefits consist of:

- Working in a multi-cultural environment,
- Central office location in the heart of Vienna,
- 30 working days of annual leave per calendar year.
- Official national holidays at the duty station,
- Option for working partially from home,
- 100% coverage of accident insurance fee,
- Reimbursement of health insurance fee of up to EUR 550 monthly,
- Coverage of individual development and training in line with performance appraisal

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report,

- Reimbursement of individual moving expenses,
- Residence Permit in the form of a Legitimation Card (Green Category),
- Option of parental leave and different categories of special leave,
- Flexible working hours,
- Professional on-boarding process,
- Compensation for overtime work in the form of time-off, up to 20 hours per month,
- Exchange of up to three holidays per annum for personal or religious reasons,
- Business trips, if applicable for the work,
- Cross-country project exposure, if applicable for the work.

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.

Shortlisted candidates are expected to be invited, in September-October 2026, for an interview to take place in Vienna at the premises of the Secretariat, unless specified otherwise. 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.

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## 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/secretariat/jobs/forms/form\\_06\\_2026.html](https://www.energy-community.org/secretariat/jobs/forms/form_06_2026.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 September 20, 2026, 23:59 CEST (submission date of recruitment form) at the latest.

By submitting the application, the candidate grants consent for reference and background verification.

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.

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).