

ENERGY COMMUNITY SECRETARIAT INTERNSHIP

Vienna, Austria

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.

Within implementation of the project: "Accelerating Renewable Energy Deployment and Just Transition in the Western Balkans: Energy Community Centre for Permitting and Planning" (hereinafter "Project"), funded by the OSF for Albania, the Energy Community Secretariat looks for a

INTERN CENTRE FOR RENEWABLES ACCELERATION

(ref.:ECS/07/2026)

Under the supervision of the Senior Expert for Environmental Governance, Permitting and Planning and Centre Lead in coordination with the Project Management Unit, the Intern shall support the effective functioning of the Centre for Renewables Acceleration (Centre) through providing assistance in the management of technical information and data, internal monitoring, as well as facilitation of communication among stakeholders. The intern has the following main responsibilities:

Task 1 – Centre's Activities Implementation Support

The Intern shall support the day-to-day implementation of the Centre's activities.

Activities shall include:

- Supporting Senior Expert in the implementation of activities in compliance with the Centre's work plan and agreed timelines;
- Assist Senior Expert with internal monitoring of Centre's activities, milestones and deliverables;

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- Supporting the coordination of activities under the Consultancy Assignments and communication with the beneficiary municipalities, service providers in close cooperation with the Project Management Unit;
- Organising meetings, workshops, webinars, conferences and coordination calls in close cooperation with the Project Management Unit;
- Preparing agendas, minutes, action lists and follow-up actions in close cooperation with the Project Management Unit;
- Identifying implementation bottlenecks and following up on agreed actions.

Task 2 – Technical Information and Data Management

The Intern shall support the management of technical information and data required for the successful functioning of the Centre.

Activities shall include:

- In close cooperation with the Project Management Unit, assist with coordinating the collection of technical information and data from beneficiary municipalities and relevant stakeholders;
- Maintaining inventories of technical information, datasets and any other relevant documentation;
- Organising and maintaining databases, document repositories and version control;
- Monitoring the completeness and timely availability of information required for the preparation of technical deliverables;
- Supporting the preparation of tables, figures, maps, presentations and other materials.

Task 3 – Stakeholder Engagement and Communication

The Intern shall support stakeholder engagement and communication activities.

Activities shall include:

- In close cooperation with the Project Management Unit, coordinate the Centre's meetings and consultancy assignments under the Project;

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- In close cooperation with the Project Management Unit, support the preparation of communication and visibility materials related to the project/s;
- Maintain records of stakeholder engagement activities.

Task 4 – General Support

The Intern shall perform other tasks as assigned by the Senior Expert for Environmental Governance, Permitting and Planning and Centre Lead, the Project Management Unit, or the Director.

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,
- 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.

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Selection criteria

- Student or recent graduate in the field of renewable energy, environmental sciences, geography, GIS, engineering, information management, project management, public administration or another relevant discipline.
- At least 1 year of relevant professional experience supporting the implementation of projects involving renewable energy, environmental management, technical information or data management;
- Experience in collecting, managing and reporting technical information and data;
- Experience working with public authorities, municipalities or other stakeholders will be considered an advantage;
- Familiarity with GIS software (e.g. QGIS or ArcGIS) and data management tools will be considered an advantage;
- Experience in the Western Balkans and/or the Energy Community Contracting Parties will be considered an advantage;
- Good knowledge of Microsoft Office applications, particularly Excel, Word and PowerPoint;
- Fluency in English (written and spoken) and preferably knowledge of at least one language spoken in the Western Balkans Contracting Parties is required.

Contract

The Intern will be offered a contract for a period until mid-December 2026. The duty station is in Vienna, Austria.

The intern shall receive an all-inclusive stipend of 1,855 EUR per month. The terms and conditions of the internship are based on the provisions of the Agreement between the Republic of Austria and the Energy Community regarding the seat of the Secretariat. The Secretariat's [Procedural Act ECS-2026_PA_03_ECS-ENC On Rules for Seconded Staff, Interns, Locally Recruited Staff and Fellows_22-01-2026](#) of the Energy Community Secretariat shall form an integrated part thereof.

The commencement date of the internship shall be as soon as possible.

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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 (max. 1 A4 page) must be attached. The form is available here:

https://www.energy-community.org/secretariat/jobs/forms/form_07_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 7, 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. The reserve list of suitable candidates may be formed as an outcome of this process.

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

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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.

Should you encounter difficulties in submitting your application, please, contact recruitment@energy-community.org.

