

PROCEDURAL ACT OF THE ENERGY COMMUNITY SECRETARIAT

2016/02/ECS-EnC on adopting Procedural Rules for appointment of the temporary staff replacing Secretariat's Staff of the Energy Community in certain cases

The Energy Community Secretariat,

Having regard to the *Article 69* of the Treaty establishing the Energy Community,

Having regard to the *Staff Regulations* of the Energy Community and in particular to item 4. thereof,

Having regard to the *Rules for Recruitment, Working Conditions and Geographical Equilibrium of the Secretariat's Staff* ('Recruitment Rules') and item III. "Rules for Recruitment of the Staff of the Secretariat",

Having regard to the Ministerial Council Decision [MC-2016/PA/2016-01-MC-EnC on amending PA/2006-02-MC-EnC on Rules for Recruitment] dated 16 October 2016,

Whereas experience gained in the last years of application of the Rules calls for necessary simplification of the recruitment procedure for cases of non paid leave/part – time work of the staff of the Secretariat,

Whereas the Secretariat is tasked with the organisation of the selection procedure as laid down in III.13 of the Recruitment Rules,

Whereas there are objective needs to design in future the selection procedure as defined under the Rules in more efficient and productive manner,

ADOPTS THE FOLLOWING PROCEDURAL ACT:

Article 1 General

These procedural rules establish the procedures for recruitment and working conditions of the staff employed on a temporary basis at the Energy Community.

Article 2 Rules for Recruitment of the temporary staff

The Director may appoint staff on a temporary basis to replace staff members of the Energy Community Secretariat in cases:

- (a) where a staff member of the Energy Community Secretariat has been granted Special non paid leave according to Staff Regulation 10.7 for a period of time longer than 2 months,
- (b) where a staff member of the Energy Community Secretariat has been granted part-time work in accordance with the Staff Regulation 5.2 for a period of time longer than 2 months.

Temporary appointment shall be for a fixed period of time corresponding to the absence of the permanent staff member in question.

Recruitment of the staff replacing shall be carried out in accordance with the principles of

- a) transparency,
- b) non-discrimination,
- c) competition and
- d) professionalism.

Article 3 Eligibility

Persons having the citizenship of an EU Member State or citizenship of any Party to the Treaty establishing the Energy Community are eligible to apply for temporary assignment.

Article 4 Principle of non discrimination

Discrimination during the selection procedure based on any ground shall be prohibited.

All vacancies shall be open to women and men without reference to race or creed.

Article 5 Principle of Competition and Professionalism

No particular post shall be reserved for particular person(s) and/or nationalities.

The Director shall give primary consideration to the necessity of obtaining the candidates with the highest standards of professionalism and integrity.

Article 6 Recruitment Procedure

The Secretariat shall launch the recruitment procedure by advertising a vacancy specifying the qualification and experience required as well as the duration of the assignment.

The vacancy shall be published in English at least 15 days on the Energy Community website as well as, optionally, in other suitable media.

Upon expiry of the vacancy period, the Director shall decide on the appointment of temporary staff in line with the principles set out in Article 1 above and based on the candidates' qualifications and experience in relation to the advertised profile.

Candidates shall be required to provide evidence for their qualifications and experience by submitting a signed resume. On that basis, the best-ranked candidates shall be shortlisted and be invited for an interview at the premises of the Secretariat or by means of telecommunication.

Article 7 Selection Committee

In the selection procedure the Director shall be supported by a Selection Committee of the Secretariat composed of at least two employees, among them the head of unit, for which the temporary replacement is needed.

The Selection Committee shall sign a protocol with a summary of its evaluation of candidates profiles received and recommendation for appointment to the Director.

Article 8 Remuneration and working conditions

Temporary personnel replacing staff of the Secretariat shall be remunerated in accordance with the salary scale established for the staff member, she/he is replacing pro rata to the latter's absence.

Temporary personnel shall be bound by all internal rules applicable to permanent staff members of the Secretariat, including the Staff Regulations, unless they are not applicable to short-term assignments due to their nature. Any deviations shall be specified in the employment contract to be offered to the temporary staff member in question.

Article 9 Final Provision

These Procedural Rules shall be valid as of 20 October 2016.

Done in Vienna on 20 October 2016

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Janez Kopač

Director