

ENERGY COMMUNITY SECRETARIAT PROFESSIONAL POSITION

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 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

PROCUREMENT AND CONTRACTING ASSISTANT

(ref.:ECS/08/2026)

Under the supervision of the Procurement and Contracting Expert, the Procurement and Contracting Assistant shall be involved in the following tasks:

- Provide day-to-day support to the Procurement and Contracting Expert on activities related to the significant supply contract portfolio. In this regard:
- Assist and participate in communication with suppliers, procurement agent and other external stakeholders in agreeing to deviations from standard contractual terms and supply contract amendments,
- Including, but not limited to setting and coordinating meetings, drafting letters relating to contracts to be concluded and/or amended, and maintaining a record/register of such communications,
- Prepare draft supplemental agreements to supply contracts, ensuring agreed changes are accurately reflected and properly documented, and maintain a record/register of supplemental agreements.
- Assist with handling issues arising during the implementation of supply contracts,
- Assist in the systematic organization and record-keeping of relevant supply contract information and documentation, including database management for the contract

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administration and management process,

- Support data-, and narrative report preparation for recurring and ad hoc requests (including, but not limited to audits, technical reviews, regular reporting to internal and external partners, management decisions) related to procurement, and contracting,
- Ensure that all relevant documents related to relevant tasks are properly filed and saved in the appropriate folders, keeping records consistently organized,
- Provide timely, clear communication and updates to internal and external stakeholders, including suppliers, other external counterparties, and internal Secretariat colleagues,
- Be a backup for internal control and compliance processes and carry out corresponding control and compliance tasks as defined within internal procedural documents,
- Assist keeping track of project realization resulting from supply contract execution by external partners,
- Carry out other tasks as assigned by the Director, the Deputy Director and 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 carries out tasks with low margin of error.
- 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.

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- 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 Treaty¹
- Physical capability to fulfil the responsibilities associated with the position²,
- University degree in the field of economics, business, public administration, management, supply chain management, procurement, law 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.

Supplementary criteria:

- Professional experience in procurement and/or contracting,
- Professional experience in an international organisation and/or public institution,
- Relevant professional experience in Ukraine or directly linked to Ukraine,
- Proven experience of working in a multi-cultural and multi-disciplinary environment,
- Capable of performing well under pressure,

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

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- Ability to work independently and as part of a team, managing multiple tasks and priorities effectively,
- At least intermediate user of Microsoft Office suite,
- Good or Excellent command of Ukrainian.

Employment contract

The Procurement and Contracting 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.

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 trainings in line with performance appraisal 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,

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- Compensation of overtime work in a 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 in December 2026.

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 November 2025, 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.

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_08_2026.html

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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 October 25, 2025, 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.

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