

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 in 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 an

INTERN

(ref.: Internship/05/2022)

Under the direct supervision of the Head of Administrative and Finance Unit, the Intern shall be involved in the following **tasks**:

- Support the Event Management area of the Energy Community Secretariat, inter alia, processing the list of participants database on the Energy Community website, editing web-pages and uploading documents on the Energy Community website
- Send Invitations and Reminders via the Open EMM tool
- Provide daily assistance in an administrative area with data entry
- Note-taking
- Operate office equipment, monitor and host online IT tools used for virtual or hybrid meetings;
- Assist with travel arrangements for event participants including planning, execution and reconciliation
- Timely archive documents and update existing rosters and different master-lists
- Design and administration of surveys, drafting presentations
- Provide on-site administrative support for events, when required
- Assist in research activities of the comparative nature of policies and template documents
- Help in preparing templates, data collection and preliminary analyses using MS Office
- Provide support with organizing in-house thematic events and retreats
- Perform other duties as assigned.

The role requires the following **qualifications, competencies and skills** from the successful candidate:

- Student in the final year of studies from an accredited institution at the graduate or postgraduate level; or recent graduates or postgraduates, i.e. within two years after graduation able to work 40 hours/week
- Minimum 1 year of working experience performing administrative tasks
- Excellent command of English; knowledge of other languages spoken in the Energy Community is an asset
- Confident user of different office equipment
- Strong analytical, research and drafting skills and desire to develop and improve them

- Good organizational skills with the ability to process and classify information quickly and efficiently
- Ability and willingness to work as a member of the team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity.

Engagement period and conditions

The Intern will be offered a contract for a maximum period of one (1) year. The duty station is in Vienna, Austria.

The monthly gross salary will be at a level of EUR 1,713.60 which is an all-inclusive, tax-exempted package of remuneration. The [terms and conditions of employment](#) are based on the provisions of the Agreement between the Republic of Austria and the Energy Community regarding the seat of the Secretariat.

The commencement date of the employment shall be preferably from mid-June, 2022. Assistance with the MFA legitimization card will be provided if needed.

Application Procedure

For applications to be valid, candidates must submit their application using the online recruitment form for the position. The form is available here:

https://www.energy-community.org/aboutus/jobs/vacancies/form_05_Intern.html

The candidates are requested to submit their CV and motivation letter (max. 1 A4 page). Letter(s) of recommendation shall be considered an asset.

Applications have to be sent by **05 June 2022, 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 for an interview.

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 protecting 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.