

# 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 a professional who is interested in an engagement opportunity at a position of

### EXECUTIVE OFFICER

(ref.:ECS/07/2022)

Interested in an international employment opportunity and committed to the core values of our institution:

*Professionalism – Integrity – Cultural Sensitivity*

Under the direct supervision of the Director the Executive Officer shall be involved in the following **tasks**:

- Lead coordination of the Director's activities, in particular by coordinating the Director's schedule and travel arrangements.
- Serve as a focal point for the Director's office and ensure smooth and uninterrupted operation of the Director's front office.
- Assist with overall monitoring of deliverables by all Units within established deadlines.
- Coordinate maintenance of documents, archives, and updated rosters.
- Provide advice on the existing organizational policies and procedures.
- Perform financial certification/approval functions within written delegated authority.
- Serve as a Focal Point for Human Resources which includes:
  - Recruitment (vacancies issue; short-listing; interviews' administration);
  - Personnel administration (payroll, performance management);
  - Staff development and training;
  - Timely review and upload of the documents to existing HR e-resources;
  - Advise on staffing planning and resources allocation;
  - Manage the roster of consultants and experts.
- Assist with travel and event management tasks.
- Perform other duties as assigned.

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

- University degree in business administration, law, or other related fields

- A minimum of 5 years of working experience performing administrative duties in one or more areas such as planning, human resources, executive office coordination, project management, internal controls
- Excellent command of English; knowledge of other languages spoken in the Energy Community is an asset
- Capable of performing well under pressure, prioritizing tasks and operating within short deadlines
- Established experience in managing documents, correspondence, data and reports
- Able to work collaboratively with colleagues to achieve organizational goals
- Excellent analytical and drafting skills; strong presentation and negotiation skills
- 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.

## **Employment**

The Executive Officer will be offered a contract for three years, with a probation period of 6 months, which may be renewed. The duty station is in Vienna.

The monthly gross salary will be at a level of EUR 5,059 which is an all-inclusive, tax-exempted package of remuneration. This basic salary is subject to inflationary adjustments on annual basis. 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 in August 2022.

## **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. Before being considered for an appointment by the Director, the successful candidate will undergo a medical examination by the Energy Community's medical practitioner<sup>1</sup>.

Shortlisted candidates will be invited, at an estimated time of 15 July 2022, for an interview to take place in Vienna at the premises of the Secretariat.

## **Applications and deadline**

For applications to be valid, candidates must submit their application using on-line recruitment form for the position. CV's and motivation letters must be attached. The form is available here: [https://www.energy-community.org/aboutus/jobs/vacancies/form\\_07\\_2022.html](https://www.energy-community.org/aboutus/jobs/vacancies/form_07_2022.html) .

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.

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<sup>1</sup> In accordance with Article III.7 of the Energy Community Recruitment Rules

Applications have to be sent by **24 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.

### **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](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).