ENERGY COMMUNITY SECRETARIAT
PROFESSIONAL POSITION

Vienna, Austria

The Energy Community Secretariat is one of the institutions 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.

To pursue further the work of the Energy Community Regulatory Board [ECRB] and the Secretariat, we are looking for a qualified professional for the position of an

ELECTRICITY EXPERT
(ref.: ecs/electricity/01/2016)

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

Professionalism – Integrity – Cultural Sensitivity

Under the overall supervision of the Head of ECRB Section, the incumbent will perform the following tasks:

- Execute tasks related to adopted ECRB Work Program and related to the implementation of the Treaty establishing the Energy Community in the field of electricity;
- Provide inputs to and assist in leading on-site assessment for regulatory electricity matters in the Energy Community;
- Participate in preparation of reports, analytical analyses and working papers on electricity issues related to the activities of the Energy Community Secretariat;
- Follow up actions on the ground of conclusions, decisions and recommendations of the ECRB, where tasks to the ECRB Section of the Energy Community Secretariat or Electricity Working Group of ECRB have been assigned;
- Contribute to the preparation of the ECRB meetings and its Electricity Working Group;
- When analytical work according to the Work Program and needs of the ECRB and its Electricity Working Group arises, assist in developing the approach;
- Perform any other tasks on electricity matters, related to the activities of the Energy Community Regulatory Board and the Energy Community Secretariat as requested by the Head of the ECRB Section or the Directors;

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

- **Education**: University degree (preferably in power engineering) and advanced professional qualification;
- **Work Experience:** More than 5 years of professional experience, preferably in power engineering and/or electricity market regulation;
- Profound knowledge of current European energy policies, in particular related to European electricity market design and regulation; specific knowledge in the field of electricity wholesale market regulation and design will be an asset;
- Good knowledge of the current energy policy and regulatory framework in the Energy Community and its Contracting Parties, particularly of the electricity-related issues;
- Experience proving flexibility to contribute to cross-sectoral and strategic policy development;
- Strong analytical skills and readiness to appropriate expertise in context with developing Energy Community energy policy;
- **Languages:** As English is the working language of the Energy Community, fluency in spoken and written English is indispensable;
- **Other Skills:**
  - Excellent interpersonal skills, including ability to operate effectively across organizational boundaries, work in a team and in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Excellent organizational skills, including ability to plan and organize work independently;
  - Strong presentation and negotiation skills;
  - Proficient computer skills;
  - Frequent travelling will be necessary.

**Employment**

The Electricity Expert 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.

Monthly gross salary will be at a level of EUR 6,138 that 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 as soon as possible in 2016, preferably in November 2016.

**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 will be invited for an interview to take place in Vienna at the premises of the Secretariat (date tbd).

**Application and deadline**

For applications to be valid, candidates must submit their application using on-line recruitment form for the position. The form consists of motivation letter, work and educational records and is available: [https://www.energy-community.org/portal/page/portal/ENC_HOME/SECRETARIAT/Job/Electricity_01_2016](https://www.energy-community.org/portal/page/portal/ENC_HOME/SECRETARIAT/Job/Electricity_01_2016)

Applications have to be sent by **24 October 2016** (submission date of recruitment form).

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

**Publication date: 23 August 2016**