ENERGY COMMUNITY SECRETARIAT

INTERNSHIP POSITION

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.

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

INTERN

[ref.: Internship/01-2020]

Objective: support the activities of the Energy Community Summer School 2020 project, related to, inter alia, assisting in the recruitment process and maintaining correspondence with the candidates of the Summer School 2020 project, supporting the website maintenance, as well as any other task as requested by the Summer School Coordinator or Director.

Period of engagement: 6 months, from April until September 2020.

The candidate shall have the following competencies and skills:

- Advanced university degree in business administration or any other related to the objective;
- Minimum 1-2 years of professional experience;
- Full proficiency in English; knowledge of Czech language will be considered as an asset;
- Very organized and responsible, able to work with deadlines.

Application Procedure

Interested candidates shall apply in confidence directly to the Energy Community Secretariat (quoting ref.: Internship/01-2020, in subject line) to the following email address: recruitment@energy-community.org.

The candidates are requested to submit her/his CV, motivation letter (max. 1 A4 page) as well as letter of recommendation from the appointing authority, as required under the applicable Rules: Rules for Secondees, Interns and locally recruited persons to the Energy Community Secretariat (see: Procedural Act 2019/05/ECS-EnC on rules for secondees, interns, other assignments and locally recruited persons).

Remuneration: Based on Energy Community Budget for 2020, the Intern will receive a monthly stipend of EUR 1,644.00. No other remuneration of any kind shall be paid.

Application deadline: The deadline for applications for this position is 4 March 2020, 17hrs.