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 organisation with its seat in Vienna. The Secretariat has overall monitoring, coordinating and enforcement functions in regard with the implementation of the Treaty by the Parties to the Treaty.

The Energy Community Secretariat offers a limited number of internships for these individuals who wish to acquire an understanding of the Energy Community’s work or gain experience in the field of their studies/work.

The Secretariat is currently looking for:

INTERN

[Internship/04-2018/EU4Energy]

in the Eastern Partnership Assistance Unit (EPA Unit) of the Energy Community Secretariat.

Objective: The Intern will gain first hand insight into the Energy Community activities related to the implementation of the Treaty and the EU4Energy Governance Project* across a wide range of activities.

Period of engagement: 7 months, from October 2018 until April 2019.

Scope of work (non-exhaustive):

- Assistance to the EPA Unit and experts of the Secretariat in drafting acts required for the Contracting Parties in implementing the Energy Community acquis on energy efficiency;
- Promotion and development of relations with the stakeholders such as ministries, regulatory authorities and energy agencies in Georgia, Ukraine and Moldova;
- Assistance in the implementation of the EU4Energy Governance Project in the beneficiary countries (namely Georgia, Ukraine and Moldova),
- Reviewing secondary legislation and editing of reports in framework of the activities of the Energy Community Secretariat;
- Administrative support to organisation of meetings and conferences, including logistics, minutes taking etc.;
- Performance of any other tasks as requested by the Head of Unit/Deputy Head of Unit or the Director of the Energy Community Secretariat.
The candidate shall have the following **competencies and skills**:

- Advanced university degree or advanced university student in energy, economics, social science or other related field;
- Previous professional experience related to energy and particularly to energy efficiency will be considered an asset;
- Previous experience in organization of conferences and meetings is desirable;
- Ability to do research, good analytical skills to analyse a broad amount of data in order to prepare a concise energy sector analysis;
- Full proficiency in English; knowledge of Ukrainian and Russian will be considered as an asset;
- Excellent interpersonal skills and ability to maintain confidentiality of information;
- Ability to establish and maintain working relations in a multi-cultural environment with sensitivity and respect for cultural diversity.

**Place of activities**

The Intern is required to carry out her/his activities in the period between October 2018 and April 2019 in Kyiv, Ukraine at the premises of the EU4Energy Regional Office.

**Remuneration**

Based on the Energy Community and EU4Energy Governance Project Budget for 2018 and 2019, the intern will receive a monthly stipend of EUR 1,580. No other remuneration of any kind shall be paid.

**Application Procedure**

Interested candidates shall apply directly to the Energy Community Secretariat (quoting ref.: Internship/04-2018/EU4Energy, in subject line) to the following email address: recruitment@energy-community.org.

The candidates are requested to submit their CV and motivation letter (max. 1 A4 page). A letter of recommendation from the university or from a previous employer will be considered an asset.

The internship is governed by Procedural Act 2018/01/ECS-EnC of 28 February 2018 laying down Rules for Secondees, Interns, Other Assignments and Locally Recruited Persons of the Energy Community Secretariat¹.

**Application deadline**

The deadline for applications for this position is 28 September 2018, 17hrs.

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¹ See: https://www.energy-community.org/dam/jcr:2e671879-9cda-490c-90a9-3a549dac7d66/PA_2015_01_ECS_staff.PDF
A robust legislative and regulatory framework is vital for the development of a sustainable energy sector. The EU4Energy governance project, part of the EU4Energy Initiative of the European Union, works with the six Eastern Partner countries to strengthen their legislative and regulatory frameworks, to draft policy recommendations, and to help identify investment opportunities in key strategic energy infrastructure projects.

Co-financed by the European Union under the EU4Energy Initiative and implemented by the Energy Community Secretariat.