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.

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

PROCUREMENT OFFICER
(ref.: ecs/administration/03/2019)

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 Head of Finance and Administration Unit, under the guidance of the Head of Legal Unit and in close collaboration with other Heads of Units and project managers, the incumbent will perform the following tasks:

- Managing procurement procedures in line with the applicable procurement law (European and Austrian), including preparation of tender documents, publications and organization of tender evaluation;
- Providing guidance and support to projects teams on the full range of procurement issues and at all stages of procurement process;
- Prepares yearly procurement plans on the basis of input and forecast from heads of units and project managers;
- Monitors contract implementation and initiates the necessary steps due in managing contracts;
- Contributes to development and updates of institutional procurement guidelines and procedures;
- Manages and updates consultants database in accordance with the applicable rules (Roster of Experts);
- Prepares participation and supports implementation of (monitoring, reporting etc.) of projects supported by external donors;
- Any other tasks as requested by the Directors.

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

- University degree (or equivalent) in Law, Purchasing, Supply Chain Management, Public Administration, Finance, or closely related field;
• A minimum of 3 years of position-relevant work experience in the area of procurement is required, management of EU public procurement at international level constitutes an advantage;
• Substantial knowledge of the European Public Procurement Law and financial rules and regulations including preparation, opening and evaluation of EU public procurement procedures;
• Experience working with projects funded from European or other external sources;
• Demonstrated ability in managing contracts and interacting/negotiating with suppliers;
• Excellent command of English; ability to communicate in German is an asset;
• Strong analytical, drafting and organisational skills including managing conflicting priorities and working with tight deadlines;
• Solid communications skills.

Employment

The Procurement 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.

Monthly gross salary will be at a level of EUR 4,862,00 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, preferably February-March 2020.

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 considered for an appointment by the Director, the successful candidate will undergo a medical examination by the Energy Community’s medical practitioner¹.

Shortlisted candidates will be invited for an interview to take place in Vienna at the premises of the Secretariat, at an estimated date of 17 January 2020.

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_03_2019.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.

¹ In accordance with Article III.7 of the Energy Community Recruitment Rules
Applications have to be sent by **19 December 2019, 17:00 CET** (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 shortlisted candidates and shall be valid 12 months. The recruitment procedure is deemed to be finalised once the reserve list expires.

The Energy Community Secretariat is committed to protect 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.