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

PROCUREMENT AND SUPPLY OFFICER
(ref.: ECS/06/2022)

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 Head of Administrative and Finance Unit, the Procurement and Supply Officer shall be involved in the following tasks:

- Plan, develop and manage all aspects of the procurement cycle in the organization
- Advise customers and on the full range of procurement issues; provide support and guidance at all stages of the procurement process
- Manage the contracting elements of procurement operations including drafting, negotiating, and concluding contracts for the supply of goods and services, and obtaining clearance from Legal Services as required.
- Establishing and maintaining the procurement plan and schedules for ongoing and newly-planned contracts
- Periodically examining contracting practices and procedures of other international organizations, donors, and host governments and recommending areas for improvement of the existing policies
- Overseeing adherence to contractual agreements; recommending amendment or extension of contracts; advising all concerned parties on contractual rights and obligations
- Monitoring the delivery, receipt and acceptance of goods and services, providing the confirmation of acceptance to the accounting unit for payment. Communicating and obtaining clarifications from the external consultancies and internal stakeholders on the stages of contracts implementation, invoicing and closure of the consultancy projects.
- Assist the organization’s field offices in the local procurement activities
- Use effectively the existing IT-tool and procurement platform
• Develop materials and deliver periodic training on supply chain issues
• Contribute to budget formulation and annual financial reports. Maintain the overview for the planned and ongoing contracts which are considered “Legal Commitments”; provide the up-to-date information on their use to Finance upon request.
• Contribute to budget utilization forecasting by providing procurement-related information.
• Ensure timely ordering, storage, distribution, monitoring and replenishment of office supplies and consumables
• Ensure timely well documented ordering, security storage, fair and timely distribution, monitoring, maintenance, tagging and replenishment of assets
• Supervise the process of asset physical verification, reconciliation of the collected data, and preparing the “Annual Inventory Report”. In close collaboration with Finance, ensure timely and accurate recording in the accounting software.
• In cooperation with other staff, contribute to the safety of the premises and operate existing security systems
• Ensure steady application of VAT exempt status, when applicable
• Performing other related duties as required by Supervisor or Director.

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

• University degree in supply management, logistics, business administration, commerce, law, or another related field
• CIPS certification, certification from Austrian procurement authorities or supply chain certification is highly desirable
• A minimum of 5 years of working experience performing procurement, supply chain management or administrative duties
• Excellent command of English; knowledge of German is an asset
• Capable of performing well under pressure, prioritizing tasks, and operating within short deadlines
• Practical experience dealing with supplying an organization with services and commodities
• Established experience in accurate managing documents, correspondence, data and reports
• Able to work collaboratively with colleagues to achieve organizational goals
• Procurement experience in the framework of EU grants is an asset
• Knowledge and experience in sustainable procurement is an advantage
• Excellent analytical and contract 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 Procurement and Supply 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. Assistance with obtaining an MFA legitimation card will be provided.

The commencement date of the employment shall be preferably in July 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.\(^1\)

Shortlisted candidates will be invited, at an estimated time of 06 July 2022, for an interview to take place in Vienna at the premises of the Secretariat or remotely.

**Applications and deadline**

For applications to be valid, candidates must submit their application using an 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_06_2022.html](https://www.energy-community.org/aboutus/jobs/vacancies/form_06_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.

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.

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\(^1\) In accordance with Article III.7 of the Energy Community Recruitment Rules
Should you encounter difficulties in submitting your application, please, contact recruitment@energy-community.org.