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 Decision of the Ministerial Council from October 2015 that recognized necessary increase of competences to pursue further the work of the Energy Community Secretariat, we are looking for a qualified professional for the position of an

SUSTAINABLE ENERGY EXPERT
(ref.: ecs/sustainable/01/2016)

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 Director, the Sustainable Energy Expert has the following responsibilities:

- Contribute to the preparation and adoption of low-carbon development strategy/vision of the EnC;
- Contribute to the implementation of the strategy through the relevant acquis development for the Contracting Parties,
- Prepare analyses, reports and recommendations for the Contracting Parties and the Energy Community institutions on issues related to renewable energy, climate change mitigation and adaptation,
- Assist Contracting Parties to the Treaty in the sustainable development of their energy sectors, in particular with the implementation of acquis related to renewable energy as well as climate change,
- Follow up compliance of legislation, as well as individual projects carried out in the Contracting Parties with the Energy Community acquis and with the relevant strategies at Energy Community level,
- Participate in the work of the Renewable Energy Coordination Group,
- Support the Environmental and Energy Efficiency experts in activities related to the transition of the energy systems of the Contracting Parties towards a low-carbon economy,
- Cooperate with other stakeholders and partner organizations involved in the above tasks,
- Perform any other task as requested by the Directors.
The role requires the following **competencies and skills** from the successful candidate:

- **Education:** Professional degree in economy or engineering or related professional education in energy management;
- **Work Experience:** At least 5 years of proven professional experience in the renewable energy sources or energy efficiency or climate changes legal framework analysis, implementation and management.
- **Languages:** Excellent command of English; knowledge of a language spoken in the Contracting Party(-ies) will be considered an advantage;
- **Other skills:**
  - Excellent communication, organizational and interpersonal skills;
  - Capacity to work under pressure and meet deadlines in demanding condition;
  - High degree of tact, diplomacy and confidentiality;
  - Ability to work as part of a team;
  - IT systems affinity;

**Eligibility**

Citizenship of a Party to the Treaty (Albania, Bosnia and Herzegovina, Kosovo*, former Yugoslav Republic of Macedonia, Moldova, Montenegro, Serbia, Ukraine or the European Union) is a prerequisite.

**Employment**

The selected candidate will be offered an initial contract of 3 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 6,138.00 that is an all-inclusive, tax exempted package of remuneration. 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.

Start of the employment as soon as possible in 2016, preferably 1 September 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, scheduled for **23 June 2016** (date tbc).
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 on Vacancy of Sustainable Expert-page.

Applications have to be sent by 14 June 2016, noon CET (submission date of recruitment form) at the latest.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

Publication date: 14 April 2016