ENERGY COMMUNITY
PROFESSIONAL POSITION
Tbilisi, Georgia

The Energy Community is an International Organization with its seat in Vienna. The Secretariat that is one of the institutions established under the Treaty establishing the Energy Community (the "Treaty"), has an overall monitoring, coordinating and enforcement functions in regard with the implementation of the Treaty.

In 2016, the Energy Community concluded a project financing agreement with European Commission (DG for Neighborhood and Enlargement Negotiations) for the implementation of the Component 3 [Legislative and Regulatory Environment and Key Energy Infrastructure] of EU4Energy Programme (EU4Energy Governance). This programme is following part of the long running INOGATE Programme.

The overall objective of the project is to improve the legislative and regulatory environment for the energy sector in the participating countries in line with the EU obligations and best practice. The participating countries are Armenia, Azerbaijan, Belarus as well Georgia, Moldova and Ukraine (the later three having a status of Contracting Parties within the scope of the Energy Community Treaty).

To pursue the implementation of the project, Energy Community Secretariat is looking for professionals who are interested in an international employment opportunity and committed to the core values of our institution:

Professionalism – Integrity – Cultural Sensitivity

Regional Coordinator
for the office in Tbilisi
(ref. ECS/01/EP/2017)

Regional Coordinator will be supporting activities related to the implementation of the EU4ENERGY Governance Project in Armenia, Azerbaijan and Georgia and based in the EU4Energy Governance regional office in Tbilisi (Georgia).

Under the direct supervision of the Director of the Energy Community Secretariat and the Deputy Head of Eastern Partnership Assistance Unit in Vienna, the Regional Coordinator shall have - within the established Unit at the Secretariat, the following tasks:

- Contribute to the overall objective of the project;
- Assist with the implementation of the EU4Energy-Governance program in the region including event organization in the region;
- Assist the Energy Community Secretariat and the Energy Charter Secretariat to implement the work programmes in Armenia, Azerbaijan, Georgia, particularly by assisting in organization of work of experts in the countries;
The role requires the following **competencies and skills** from the successful candidate:

- Bachelor or university degree in business administration, law, international relations, engineering or other as relevant for the post;
- Minimum 5 years of professional experience in relevant administrative, project management or related areas;
- Excellent command of English and Russian; knowledge of Georgian will be considered as an asset;
- Excellent organizational and communication skills;
- Proven ability to network and establish collaborative relationships with variety of stakeholders/actors;
- Ability to work in a team and also on his/her own;
- High degree of tact, diplomacy and confidentiality;
- Willingness and ability to travel as required under the program implementation.

**Eligibility**

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

**Employment**

The selected candidate will be offered a contract for the duration of the project, i.e. until 20 June 2020 with a probation period of 6 months. The duty station is Tbilisi.

Remuneration will follow the human resources budget of the project. 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.

**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 on 20 December 2017 (time, TBC).

Application and deadline

Candidates must submit their application per e-mail to recruitment@energy-community.org, indicating in the vacancy title: Regional Coordinator. The applications shall consist of motivation letter (not longer than one A4 page) and of CV of the candidates. Reference letters might be submitted to support the application, if available.

Applications have to be sent by 8 December 2017 (submission date of recruitment form), by 5pm CEST, at the latest.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.