

# 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 an

### INTERN

*(ref.: Internship/01/2024)*

Under the direct supervision of the Head of Administrative and Finance Unit, the Intern has the following **main responsibilities**:

- Assist in office, facilities and security management daily tasks in an administrative area,
- Operate office equipment, monitor and host online IT tools used for virtual or hybrid meetings,
- Assist with travel arrangements for event participants,
- Help with documentation review, filing and compliance check,
- Provide technical support for human resources portfolio including onboarding and offboarding of personnel, update of different rosters,
- Timely archive documents and update existing rosters and different master-lists,
- Design and administration of surveys, drafting presentations and follow-up on action points,
- Provide on-site administrative support for in-house and external events,
- Assist in research activities of the comparative nature of policies and template documents,
- Help in preparing templates, data collection and preliminary analyses using MS Office,
- Provide support with organizing in-house thematic events and retreats,
- Support the event administration including registration, invitation, equipment check, agenda, publish and extract information from Magnolia software and corporate website,
- Conduct basic information search, review and draft the documents,
- Verify, structure, conduct initial review and archive documents,
- Ensure prompt follow-up with internal and external stakeholders as per tasks assigned,
- Assist with procurement and assets management activities,
- Help with initial financial documents screening,
- Provide technical support and perform administrative tasks in the area of human resources,
- Perform other duties as assigned.

### Requirements

The role requires a strong analytic mindset, emphasizing data confidentiality and professional ethics. Proficiency in interpersonal and communication skills is vital for collaborating in diverse work settings and engaging with various stakeholders.

#### Core values and competencies:

- Professionalism: Demonstrates a high level of competence and ethical conduct in all tasks and interactions,
- Integrity: Consistently upholds the organization's core values and principles in all actions,
- Diversity: Respects and values diverse perspectives and contributions, fostering an inclusive work environment,
- Commitment: Actively contributes to the attainment of organizational objectives,
- Accountability: Takes ownership of both individual and delegated responsibilities, ensuring their successful completion,
- Collaboration: Effectively collaborates with colleagues to achieve shared goals and fosters a positive, trust-based working atmosphere,
- Result-oriented: Drives efforts toward achieving concrete outcomes and measurable results.

#### Selection criteria:

- Student in the final year of studies from an accredited institution at the graduate or postgraduate level; or recent graduates or postgraduates, i.e. within two years after graduation able to work **40 hours/week**,
- Excellent command of English; knowledge of German is desirable,
- Confident user of MS Office Tools,
- Minimum one year of working experience performing administrative tasks,
- Confident user of different office equipment,
- Good organizational skills with the ability to process and classify information quickly and efficiently,
- Strong analytical, research and drafting skills and desire to develop and improve them.

#### Engagement period and conditions

The Intern will be offered a contract for a period of twelve (12) months. The duty station is in Vienna, Austria.

The intern shall receive an all-inclusive stipend of 1,783 EUR per month. The terms and conditions of the internship are based on the provisions of the Agreement between the Republic of Austria and the Energy Community regarding the seat of the Secretariat. The Secretariat's [Procedural Act 2019/05/ECS-EnC laying down Rules for Seconded, Interns, Other Assignments and Locally Recruited Persons](#) of the Energy Community Secretariat shall form an integrated part thereof.

The commencement date of the internship shall be as soon as possible, preferably April 2024. Assistance with the MFA legitimization card will be provided if needed.

#### Non-discrimination

Any form of discrimination during the selection process is strictly prohibited, regardless of the grounds. All positions are equally accessible to any gender, with no consideration of race or creed. There shall be no favoritism towards specific individuals or nationals from any country, party, or signatory.

## Application Procedure

For applications to be valid, candidates must submit their application using the online recruitment form for the position. The form is available here:

[https://www.energy-community.org/aboutus/jobs/vacancies/form\\_01\\_2024.html](https://www.energy-community.org/aboutus/jobs/vacancies/form_01_2024.html)

Please fill in all the requested fields, avoiding sentences such as "Please find this information on my CV".

The candidates are requested to submit their CV and motivation letter (max. 1 A4 page). Letter(s) of recommendation shall be considered an asset.

Applications must be sent by **19 February 2024, 23:59 CET** (submission date of recruitment form) at the latest.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

A roster of suitable candidates will be formed and more than one position can be filled using this recruitment.

## 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.

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](mailto:data-protection@energy-community.org).

Should you encounter difficulties in submitting your application, please, contact [recruitment@energy-community.org](mailto:recruitment@energy-community.org).