ENERGY COMMUNITY SECRETARIAT
PROFESSIONAL POSITION
Vienna, Austria

The Energy Community Secretariat is one of the institutions established 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 enforcement functions in regard with the implementation of the Treaty.

The Energy Community has recently 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. This programme is based on 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 is looking professionals to fill in the following vacant posts:

Programme Manager (Head of Unit)
(ref. ECS/07/EP/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 of the Secretariat, the Head of Unit shall be responsible for the following:

- Overall coordination of activities related to the assistance to partner countries, in particular in the preparation and adoption of primary and secondary legislation in the fields of electricity, gas, renewable energy and energy efficiency as well as any other Energy Community acquis
- Design of the work program for the project as well as country specific work programs;
- Responsibility for overall reporting obligations (content and financial) related to the project and supporting the work of the Project Steering Committee(s) in cooperation with Administrative Unit of the Secretariat;
- Communication and information activities related to the project;
- Cooperation with stakeholders/beneficiaries and partner organizations related to the program;
• Perform any other task as requested by the Directors.

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

▪ Education:
   ▪ University degree e.g. in engineering, law, energy, economy or business administration;

▪ Work Experience:
   ▪ At least 8 years of professional experience in related area;
   ▪ Extensive knowledge of regulatory policy and practice relevant to the energy sector;
   ▪ Knowledge and / or experience in the energy sector of a Contracting Party and/or target country will be an asset;
   ▪ Thorough understanding of the EU Institutions and of EU policies and international activities of relevance to the activities of the Energy Community;
   ▪ Professional experience acquired in European and/or international organizations is an asset

▪ Languages:
   ▪ Excellent command of English;
   ▪ Knowledge of a Russian will be considered an asset;

▪ Other skills:
   ▪ Excellent ability to communicate orally and in writing to the public and to cooperate with stakeholders (European, international, national and local authorities, international organizations, etc.);
   ▪ Excellent negotiation skills;

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 a contract for the duration of the project, with a probation period of 6 months. The duty station is in Vienna.

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.
Start of the employment as soon as possible in 2016, preferably by November 1, 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 in the first half of October 2016.

**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: https://www.energy-community.org/portal/page/portal/ENC_HOME/SECRETARIAT/Job/Head_07_2016/Form

Applications have to be sent by **September 29, 2016, noon** (submission date of recruitment form) at the latest.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.