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 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 is looking professionals to fill in the following vacant post:

Programme Executive Assistant
(ref. ECS/11/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 Programme Manager, the Programme Executive Assistant shall be responsible for the following:

- Assisting in preparing, managing and monitoring/reporting outsourced technical assistance (studies, expert support, etc.);
- Assisting in preparing (drafting, preparing documentation, budgeting etc.), managing and monitoring/reporting projects supported by European and international donors;
- Assisting in performing procurement (tender documentation, public procurement procedures, awarding contracts);
- Assisting in the overall contract management (preparing and implementing contracts);
- Providing professional assistance and overall support to the office maintenance; Identify needs and negotiate costs, services and arrangements with external suppliers as required, e.g., group and individual hotel rates, catering and technical services, etc.;
• Drafting routine correspondence;
• Assistance in maintaining human resources files of the Programme;
• Performance of any other tasks as requested by the Head of Unit or the Directors;

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

- **Education:**
  University degree in a field relevant for the post (f.e. project management, contract management, business administration, law, engineering or similar);

- **Work Experience:**
  At least 5 years of relevant professional experience, including in project management according to EU or similar requirements, public procurement and/or contract management;

- **Languages:**
  - Excellent command of English and Russian;

- **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 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, preferably as of November 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 in the course 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:

Applications have to be sent by 19 September 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.