ENERGY COMMUNITY SECRETARIAT, Vienna

INTERNSHIP POSITION

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 organisation with its seat in Vienna. The Secretariat has overall monitoring, coordinating and enforcement functions in regard with the implementation of the Treaty by the Parties to the Treaty.

Based on the adopted Energy Community Work Program and the Budget for 2018-2019, the Secretariat looks for a professional who is interested in an engagement opportunity at a position of

INTERN

[ref.: Internship/05-2018]

Objective: support of activities in the administrative and financial unit of the Secretariat related to, inter alia, website and event database maintenance, events organizing support as well as any other tasks as requested by the head of unit.

Period of engagement: 4 months, As Soon As Possible.

The candidate shall have the following competencies and skills:

- Advanced university degree in business administration or any other related to the objective;
- Minimum 1-2 years of professional experience;
- Excellent Excel skills and affinity to numbers;
- Ability to work under time pressure and in accordance with the deadlines;
- Full proficiency in English; knowledge of German will be considered as an asset;
- Interest in the overall work of the Energy Community and its Secretariat.

Application Procedure

Interested candidates shall apply quoting ref.: Internship/05-2018, in subject line, to the following email address: recruitment@energy-community.org. This position is eligible only for citizens of the Energy Community Contracting Parties and EU citizens. The candidates are requested to submit her/his CV, motivation letter (max. 1 A4 page).

Remuneration: Based on Energy Community Budget for 2018, the Intern will receive a monthly stipend of EUR 1,580. No other remuneration of any kind shall be paid.

Application deadline: The deadline for applications for this position is 30 August 2018, 17hrs.