

VACANCY NOTICE



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 with 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 a professional who is interested in an engagement opportunity at a position of

ELECTRICITY DISTRIBUTION SYSTEM EXPERT

(ref.:ECS/05/2026)

Under the supervision of the Head of Electricity Unit, the Electricity Distribution System Expert shall be involved in the following tasks:

- Monitor and report on the Energy Community Contracting Parties' progress in the transposition and implementation of the acquis related to electricity distribution and tasks of the distribution system operators stemming from the Treaty establishing the Energy Community,
- Support Energy Community Contracting Parties and relevant stakeholders in the implementation of the relevant Articles of the Treaty establishing the Energy Community in the field of electricity distribution and tasks of the distribution system operators,
- execute adopted Work Program tasks related to the implementation of the relevant Articles of the Treaty establishing the Energy Community in the field of electricity in general, with a focus on electricity distribution systems, tasks of distribution system operators and their role in promoting competitive, consumer-centered and flexible electricity markets,
- support activities of the Energy Community Distribution System Operators

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Coordination Group for Electricity (ECDSO-E) and liaising with the EU DSO Entity and other relevant EU institutions,

- support, contribute, review and monitor projects and technical assistances relevant to the assigned tasks, including the process of identifying Projects of Energy Community Interests (PECI),
- collect, process, analyse and present data relevant for the assigned tasks,
- organise events, including workshops relevant to the assigned tasks,
- draft and review relevant legislation, policy and regulatory documents, guidelines, recommendations, procedures, reports, work programmes, projects, tender documents, minutes of meetings, news, articles and other documents related to the to the assigned tasks,
- follow up actions on the ground of conclusions, decisions and recommendations of the competent Energy Community institutions,
- cooperate with other team members on fulfilling the tasks assigned,
- perform any other electricity-related activities of the Energy Community Secretariat as requested by the Head of Unit and the Director.

Requirements

The role requires a strong service-oriented approach, emphasizing precision, 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.
- Precision: Routinely and independently carries out verification and controlling tasks with low margin of error
- Integrity: Consistently upholds the organization's core values and principles in all actions.
- Diversity: Respects and values diverse perspectives and contributions, fostering an

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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 and stakeholders 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

Eligibility criteria:

- Citizenship of either EU Member States or of any Contracting Party to the Treaty¹
- Physical capability to fulfil the responsibilities associated with the position²,
- University degree in economy or engineering, preferably in the area of energy, or a closely related field,
- At least 3 years of proven experience related to the implementation of the EU or Energy Community electricity acquis and relevant legislation governing electricity markets and network operations;
- Excellent communication and presentation skills,
- Result-oriented with ability to provide high-quality and timely deliverables,
- Excellent written and oral command of English.

Supplementary criteria:

- Proven experience in the electricity distribution and DSOs' activities, including related to network planning and development, network charging, market facilitation, flexibility, digitalization or electrification solutions.

1 [HTTPS://WWW.ENERGY-COMMUNITY.ORG/LEGAL/TREATY.HTML](https://www.energy-community.org/legal/treaty.html)

2 ANY FORMAL APPOINTMENT SHALL BE SUBJECT TO CERTIFICATION BY A QUALIFIED MEDICAL PRACTITIONER, DESIGNATED BY THE DIRECTOR THAT THE APPOINTEE POSSESSES THE DEGREE OF PHYSICAL FITNESS NEEDED FOR THE POST, IN ACCORDANCE WITH ARTICLE III.7 OF THE ENERGY COMMUNITY RECRUITMENT RULES

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- Proven experience in conducting studies, analyses, assessments, or policy papers
- Professional experience with EU-funded projects
- Proven experience in supporting/facilitating electricity sector stakeholders or multi-stakeholder processes,
- Excellent analytical and drafting skills; strong negotiation skills,
- Proven experience of working in a multi-cultural and multi-disciplinary environment.

Employment contract

The Electricity Distribution System Expert will be offered an employment as Staff Member in line with the Energy Community Secretariat's Staff Regulations under an employment contract with an initial duration of three years, which may be renewed. The duty station is in Vienna, Austria.

The salary ranges are defined by the Energy Community budget. For this position, the Energy Community Secretariat offers a tax-exempted salary of EUR 6.735. The final remuneration will be determined based on qualifications, experience, and outcome of the recruitment process.

A system for salary ranges also allows for salary increases in the course of the employment, subject to performance criteria and availability of budget.

Other benefits consist of:

- Working in a multi-cultural environment,
- Central office location in the heart of Vienna,
- 30 working days of annual leave per calendar year.
- Official national holidays at the duty station,
- Option for working partially from home,
- 100% coverage of accident insurance fee,
- Reimbursement of health insurance fee of up to EUR 550 monthly,
- Coverage of individual development and training in line with performance appraisal report,
- Reimbursement of individual moving expenses,
- Residence Permit in the form of a Legitimation Card (Green Category),
- Option of parental leave and different categories of special leave,

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- Flexible working hours,
- Professional on-boarding process,
- Compensation for overtime work in the form of time-off, up to 20 hours per month,
- Exchange of up to three holidays per annum for personal or religious reasons,
- Business trips, if applicable for the work,
- Cross-country project exposure, if applicable for the work.

The terms and conditions of employment adhere to the provisions outlined in the Energy Community Staff Regulations.

The commencement date of the employment is expected to be as soon as possible.

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 are expected to be invited, in July 2026, for an interview to take place in Vienna at the premises of the Secretariat, unless specified otherwise. They may be also invited to a written test in accordance with Article III.18 of the Energy Community Recruitment Rules.

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.

Applications and deadline

For applications to be valid, candidates must submit their application using the on-line recruitment form for the position. CV and motivation letter must be attached. The form is available here:

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https://www.energy-community.org/secretariat/jobs/forms/form_05_2026.html

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

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

Applications have to be sent by July 12, 2026, 23:59 CEST (submission date of recruitment form) at the latest.

By submitting the application, the candidate grants consent for reference and background verification.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

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.

For this particular position, a reserve list shall be established. The reserve list shall include short-listed candidates and shall be valid 12 months. The recruitment procedure is deemed to be finalized once the reserve list expires.

The Energy Community Secretariat is committed to protect 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.

Should you encounter difficulties in submitting your application, please, contact recruitment@energy-community.org.