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

ADMINISTRATIVE OFFICER
(ref.: ECS/08/2022)

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 Head of Administrative and Finance Unit, the Administrative Officer shall be involved in the following tasks related to:

Area of Events Management:

- Produce detailed proposals for events in accordance with established event checklists
- Develop, maintain and administer the event management planning and execution formal tool
- Ensure efficient use of resources by advising the clients and superiors on modern ways for event management technics
- Able to establish, maintain and excel in quality and timely professional communication with stakeholders
- Manage the logistics and planning of regular events like Ministerial Council (s), PHLGs, ECRBs, Electricity, Gas, Oil Forums, etc.
- Ensure execution and administrative support for all planned and ad-hoc events organized or sponsored by the Energy Community Secretariat
- Liaise with venue management teams, caterers, transport companies, travel agencies, airlines, and contractors (equipment hire and technical support)
- Maintain accurate and up-to-date records and files for all events from planning to execution and formal evaluation
- Implement regular feedback collection from clients and participants aiming a constant improvement of the quality of services provided
- Ensure initiation and participation in preparing Terms of Reference for different long-term contracts for suppliers involved in the event's management
- Use when required website and other available technical tools for processing the list of participants database on the Energy Community website
Whenever requested, send Save-the-Date, Invitations and Reminders using the OpenEMM tool
Coordinate travel arrangement and financial reconciliation of event participants, when required
Make certain that financial matters relevant to tax and VAT refund comply
Any other tasks as requested by the Supervisor or Director.

Area of Facilities Management:

- Responds on a day-to-day basis to helpdesk requests from staff related to technical facility management and general services issues in cooperation with external providers and internally available technical support resources
- Provide a regular overview of technical facilities-related systems (including heating, A/C, etc.)
- Keep internal stakeholders up-to-date on the requests submitted
- Establish and regularly inspects and monitor the tidiness of the premises
- Coordinate the work of the outsourced cleaning company
- Inspects and monitors all metering devices installed in the building. Ensures that invoices submitted by utility companies for electricity, water, central heating, and garbage removal costs are correct, that services have been provided, and that the invoicing system is accurate
- Assists in reviewing all scheduled preventive maintenance programs submitted by contractors and ensuring that they meet the specifications in the scope of work. Documents and maintains in-house maintenance programs
- Monitors and, in cases of emergencies or malfunctioning of essential building-related technical systems, intervenes to rectify the deficiency also after office hours on basis of an emergency response standby schedule
- In close coordination with other staff, contribute to the security and safe operational environment
- Performs the function of a fire warden
- Performs the function of the custodian of the keys
- Performs any other duties in relation to facility management and building support services as assigned by the Supervisor or the Director.

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

- University degree in business administration, law, engineering or other related fields
- A minimum of 5 years of working experience performing administrative duties in one or more areas such as event planning, communication, office coordination, project management or facilities management
- Excellent command of English; knowledge of other languages particularly German will be considered an asset
- Capable of performing well under pressure, prioritizing tasks and operating within short deadlines
- Established experience in managing documents, correspondence, data and reports
- Able to work collaboratively with colleagues to achieve organizational goals
- Strong negotiation skills
- Ability and willingness to work as a member of the team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity.
Employment

The Administrative Officer will be offered a contract for three years, with a probation period of 6 months, which may be renewed. The duty station is in Vienna.

The monthly gross salary will be at a level of EUR 5,059 which is an all-inclusive, tax-exempted package of remuneration. This basic salary is subject to inflationary adjustments on annual basis. 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.

The commencement date of the employment shall be preferably in September 2022.

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. Before being considered for an appointment by the Director, the successful candidate will undergo a medical examination by the Energy Community’s medical practitioner.

Shortlisted candidates will be invited in August 2022 for an interview to take place in Vienna at the premises of the Secretariat.

Applications and deadline

For applications to be valid, candidates must submit their application using on-line recruitment form for the position. CV’s and motivation letters must be attached. The form is available here: https://www.energy-community.org/aboutus/jobs/vacancies/form_08_2022.html.

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 20 July 2022, 23:59 CEST (submission date of recruitment form) at the latest.

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.

1 In accordance with Article III.7 of the Energy Community Recruitment Rules
For this particular position, a reserve list shall be established. The reserve list shall include shortlisted 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 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.

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