

ENERGY COMMUNITY SECRETARIAT INTERNSHIP

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 with the implementation of the Treaty by the Parties to the Treaty.

Based on the ongoing Energy Community Work Program, the Secretariat looks for an

ADMINISTRATIVE INTERN (2 positions)

(ref.:ECS/04/2026)

Under the supervision of the Energy Community Staff member, the Intern has the following main tasks and responsibilities (the exact scope can be adjusted based on the results of the recruitment process):

Event Management Support:

- Prepare meeting rooms for events, ensuring the availability of supplies and functioning of equipment.
- Manage lists of participants aiming to prompt registration.
- Prepare QR codes, table blades, badges and other event materials.
- Prepare directional signage and navigation aids for events.
- Set up Zoom or MS Teams links and provide onsite basic technical support for online and hybrid meetings.
- Respond to event-related technical questions and emails, including inquiries from the events mailbox.
- Create or update event pages in Magnolia.
- Send event invitation mailing.
- Upload documents and extract participant lists from Magnolia.

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- Assist with logistical tasks, including preparing coffee breaks upon request.
- Reserve meeting rooms and ensure room bookings are up to date.
- Conduct market research for event venues, equipment or other event management requests.
- Help compile and analyze event statistics, including data for EMAS (Eco-Management and Audit Scheme).
- Assist participants with logistics including ticketing, accommodation.

Finance:

- Conduct initial financial documents screening.
- Help with reconciliation of credit card statements and verify that transactions are supported by necessary supporting documents.
- Assist in reviewing travel reimbursement claims submitted by sponsored participants
Prepare the reconciliation of travels of personnel.

Human Resources:

- Assist with operational tasks related to recruitment, mainly interview arrangements and onboarding/offboarding processes.
- Help maintain and update HR rosters, benefits tracking, training requests table, monthly phone list, and organigramme.
- Support with handling routine inquiries received through the recruitment mailbox.

Procurement and Supply:

- Assist with procurement and assets management activities,
- Research potential suppliers/vendors for various services,
- Support in drafting procurement documents such as contracts, amendments and other files as requested,
- Support data accuracy and compliance checks to ensure procurement processes align with internal policies and audit requirements.
- Support the process of asset management, including inventory management, tagging,

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and tracking of assets,

- Help with the reconciliation of asset data for the annual inventory report.
- Assist in vendor performance monitoring and contribute to maintaining vendor performance records.

General Administrative Support:

- Conduct regular HQ facility inspections to ensure optimal functionality, cleanliness, and organization of assets, equipment, and office environment.
 - Verify and inspect incoming office goods for quality, quantity, and accuracy against purchase orders.
 - Help with various office management and security activities.
 - Assist with EMAS related actions and website updates as instructed.
 - Design and administration of surveys, update rosters, draft presentations.
 - Assist in research activities of the comparative nature of policies and template documents.
 - Help with preparing templates, data collection and preliminary analyses.
 - Ensure prompt follow-up with internal and external stakeholders as per tasks assigned.
 - Help with documentation review, filing and compliance check.
 - Verify, structure, conduct initial reviews and archive documents.
 - Monitor and initiate timely update of IT address books.
 - Translate documents from/to German or other known languages as required.
- Undertake any additional tasks as requested by the Supervisor or the Director.

Requirements

The role requires a strong service-oriented approach, emphasizing data confidentiality and professional ethics. Proficiency in interpersonal and communication skills is vital for collaborating in diverse work settings and engaging with various stakeholders.

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Core values and competencies:

- Professionalism: Demonstrates a high level of competence and ethical conduct in all tasks and interactions,
- Integrity: Consistently upholds the organization's core values and principles in all actions,
- Diversity: Respects and values diverse perspectives and contributions, fostering an 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 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

- Student at the undergraduate or graduate level; or recent graduate or postgraduate, i.e. within two years after graduation, able to work 40 hours/week.
- Practical knowledge of MS Office 365 (Word, Excel, PowerPoint, Teams) and familiarity with Zoom.
- Fluency in English (written and spoken).
- Commitment to take uninterrupted 1 (one) full year internship.
- Ability to handle multiple tasks simultaneously.
- Enthusiasm for working in multicultural and multidisciplinary environments.
- Proficiency in German is an asset.
- Previous experience in the areas of events, finance, HR, procurement, or office management is an asset.

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Contract

The Intern will be offered a contract for a period of one (1) year. The duty station is in Vienna, Austria.

The intern shall receive an all-inclusive stipend of 1,855 EUR per month. The terms and conditions of the internship are based on the provisions of the Agreement between the Republic of Austria and the Energy Community regarding the seat of the Secretariat. The Secretariat's [Procedural Act ECS-2026_PA_03 ECS-ENC On Rules for Seconded Staff, Interns, Locally Recruited Staff and Fellows_22-01-2026](#) of the Energy Community Secretariat shall form an integrated part thereof.

The commencement date of the internship shall be as soon as possible, preferably by 1 June 2026.

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 (max. 1 A4 page) must be attached. The form is available here:

https://www.energy-community.org/secretariat/jobs/forms/form_04_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 April 27, 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.

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Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted. The reserve list of suitable candidates may be formed as an outcome of this process.

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 position, a reserve list shall be established. The reserve list shall include short-listed candidates and shall be valid for 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.