

ENERGY COMMUNITY SECRETARIAT

PROFESSIONAL POSITION

Vienna, Austria

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 administrative functions in regard with the implementation of the Treaty by the Parties to the Treaty.

In October 2013, the Ministerial Council of the Energy Community approved, upon proposal of the European Commission, the Budget for the years 2014-2015 and its establishment plan. In order to meet the increased requirements in the relevant area of work, the Secretariat seeks for qualified professional for the position of

Gas Expert

who is interested in an international employment opportunity and committed to the core values of our institution:

Professionalism – Integrity – Cultural Sensitivity

Under the overall supervision of the Head of Gas Unit, the incumbent will perform the following **tasks**:

- **Analyse, review and report** on the gas market development in the Contracting Parties to the Treaty in line with the applicable gas *acquis*, executing the Energy Community Work Programme;
- Provide **assistance** to the monitoring of the progress related to the implementation of the EU Third Energy Package gas *acquis* by the Contracting Parties, participate in drafting of relevant reports;
- **Cooperate** with the Contracting Parties in assessing and implementing appropriate legal frameworks; taking advisory role in transferring EU best practices in implementation; thus, contributing to integration of their gas markets with the EU gas market;
- **Participate, provide comments and contribute** to the realization of infrastructure projects in line with the [Energy Community Strategy](#);
- **Provide** expertise on gas market related issues and assist during the dispute settlement procedure;
- **Promote** work of the Secretariat in the relevant field at international conferences;
- **Draft** content-related information for regular updates of the Energy Community webpage; contribute to development of electronic discussion platform; participate in management of events;
- **Perform** any other professional tasks as requested by the Head of Unit and/or Director.

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

- Advanced university degree in a field relevant for the post (engineering, law, economics, or similar academic area);
- At least 5 years of relevant professional experience in the field of gas sector, with focus on the implementation of the relevant EU gas *acquis*; knowledge of the energy legislative and regulatory framework on European level;
- Knowledge of the energy sectors, energy legislation and regulation as well as understanding of political and economic issues in Contracting Parties to the Treaty;
- Fluency in spoken and written English is indispensable;

- Excellent drafting skills; strong presentation and negotiation skills.

Employment

The Gas Expert 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 (travel will be required).

Monthly gross salary will be at a level of EUR 5,900 that 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 that can be found under the following address: <http://www.energy-community.org/pls/portal/docs/36230.PDF>).

The commencement date of the employment shall be as soon as possible in 2014.

Selection procedure and next steps

According to Article 69 of the Treaty, the Director shall select and appoint the staff

The Director will be supported in the selection procedure by a Selection Committee established in accordance with point 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 to take place in Vienna at the premises of the Secretariat.

Application and deadline

For applications to be valid, candidates must submit:

1. detailed curriculum vitae in **European CV format**¹ in English
2. letter of motivation (1 page maximum) in English

Applications that are incomplete will be rejected.

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 per e-mail, to recruitment@energy-community.org, by 7 January 2014, 5pm (date of e-mail).

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

¹See: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>