

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 with 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

PROCUREMENT AND CONTRACTING EXPERT

(ref.:ECS/12/2024)

Under the supervision of the Head of the Ukraine Support Task Force Unit and in cooperation with the Lead of the Ukraine & Moldova Fiduciary Task Force, the Procurement and Contracting Expert shall be involved in the following tasks:

- Monitors the procurement process of items to be purchased under the Ukraine Energy Support Fund,
- Cooperates with the procurement agent and facilitates the elimination of any bottlenecks or issues arising at procurement stage,
- Participates in negotiations between vendors and Ukrainian Counterparties, if necessary to accelerate the process,
- Supports the handling of issues arising in the framework of the implementation of Purchase Agreements concluded under the Ukraine Energy Support Fund,
- Supports the record-keeping of all relevant information and documentation pertaining to the tasks performed,
- Provides timely communication to different stakeholders,
- Perform any other task, related to the activities of the Energy Community Secretariat as requested by the Head of Unit, the Lead 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.

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

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 in the field economy, law, engineering or other field relevant to the job description,
- At least 5 years of professional experience in monitoring or coordinating the procurement processes preferably in energy sector,
- At least 3 years of professional experience in supply contract drafting and management,
- Excellent communication and drafting skills,
- Excellent command of English and Ukrainian.

Supplementary criteria:

- Professional experience in the Ukrainian energy sector will be considered an asset.

Employment contract

The Procurement and Contracting Expert will be offered a contract until the end of 2025, with a probation period of 6 months, which may be renewed³. 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 6.473. The final remuneration will be determined based on qualifications, experience, and outcome of the recruitment process.

Other benefits consist of:

- 30 annual leave days per calendar year, as well as the official national holidays of the duty station,
- Up to three work from home days per calendar month,
- Accident insurance fee coverage of 100%,
- Health insurance scheme in the form of a monthly reimbursement of up to EUR 500 of the actual cost of the individual health prime,
- Coverage of selected individual development and trainings.

¹ <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

³ Subject to funds availability

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 November 2024, 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:

https://www.energy-community.org/aboutus/jobs/vacancies/form_12_2024.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 **November 7, 2024, 24:00 CET** (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.

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.