

# **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

### **HEAD OF LEGAL UNIT**

*(ref.:ECS/11/2024)*

Under the supervision of the Director, the Head of Legal Unit shall be involved in the following tasks:

- Support the implementation of the Treaty establishing the Energy Community (the "Treaty"), in particular interpretation and implementation of, compliance with and enforcement of the relevant EU energy and climate legislation,
- Follow and analyze developments in the legal and judicial sector relevant to the implementation of the Treaty,
- Coordinate dispute resolution and negotiations falling within the scope of the Treaty,
- Assist Contracting Parties in coordinated transposition and implementation of *acquis communautaire* on national levels,
- Propose, review, and monitor the implementation of all relevant primary and secondary legislation on the state and regional level to the Contracting Parties,
- Perform and coordinate legal research and legal analyses on issues of national and international law in relation to the activities of the Secretariat,
- Provide policy advice and recommendations to the Director on key issues relating to rule of energy law issues related to the Treaty,
- Liaise with relevant energy Community bodies and institutions under the Treaty on issues of his/her competence,
- Provide service of Legal Counsel to the Secretariat;
- Overseeing the operation of the Legal Unit,
- Perform any other related duties as assigned by the Director of the Secretariat.

### **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 Treaty<sup>1</sup>,
- Physical capability to fulfil the responsibilities associated with the position<sup>2</sup>,
- University degree in law, preferably with a specialisation in European energy law,
- At least seven years of experience working in a legal capacity, of which at least five years in the European energy and/or law,
- At least five years of working experience in an international organisation and/or public administration of EU Member States or Energy Community Contracting Parties,
- At least two years of working experience in a managerial or coordination position,
- Excellent analytical, legal argumentation and writing skills,
- Excellent command of English.

Supplementary criteria:

- Demonstrable track-record drafting legislation in electricity, gas, environment and competition,
- Successful experience leading negotiations on complex agreements or contracts.
- Proven experience of working in a multi-cultural and multi-disciplinary environment,
- Capable of performing well under pressure.

## Employment contract

The Head of Legal Unit will be offered a contract for three years, with a probation period of 6 months, which may be renewed<sup>3</sup>. 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 7.727. The final remuneration will be determined based on qualifications, experience, and outcome of the recruitment process.

Other benefits consist of:

---

<sup>1</sup> <https://www.energy-community.org/legal/treaty.html>

<sup>2</sup> 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

<sup>3</sup> Subject to funds availability

- 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.

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, preferably in October 2024.

### **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 August 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\\_11\\_2024.html](https://www.energy-community.org/aboutus/jobs/vacancies/form_11_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 **August 11, 2024, 24:00 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.

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](mailto:data-protection@energy-community.org).

Should you encounter difficulties in submitting your application, please, contact [recruitment@energy-community.org](mailto:recruitment@energy-community.org).