

**CALL FOR EXPRESSION OF INTEREST  
FOR THE POSITION OF  
DIRECTOR OF THE ENERGY COMMUNITY SECRETARIAT**

## **1. About the Energy Community Secretariat**

The Energy Community is an International Organisation created by a Treaty between the European Union and nine Contracting Parties: Albania, Bosnia and Herzegovina, Croatia, the Former Yugoslav Republic of Macedonia, the Republic of Moldova, Montenegro, Serbia, Ukraine and Kosovo under UNSCR 1244. To date, Armenia, Georgia, Norway and Turkey have the status of observers.

The Energy Community Secretariat is one of the institutions set up under the Treaty establishing the Energy Community. Being the only institution with permanent staff, it provides administrative support to the other institutions of the Energy Community (Ministerial Council, Permanent High Level Group, Regulatory Board and Fora) and reviews the implementation of the obligations under the Treaty, among other tasks.

The Secretariat has a staff of 22 experts and manages the Energy Community budget, which amounts to EUR 3,230,000 for 2012.

The official language of the Energy Community is English.

## **2. The position of Director of the Secretariat**

Under the Energy Community rules for recruitment, working conditions and geographical equilibrium of the Secretariat's staff,<sup>1</sup> the Director of the Secretariat is appointed by Procedural Act of the Ministerial Council of the Energy Community, on a proposal of the European Commission, for a fixed renewable term of three years.

The Director heads and manages the Secretariat and is the legal representative and public face of the Energy Community. The Director is accountable to the Ministerial Council of the Energy Community.

The successful candidate will provide vision and guidance to the activities of the Secretariat and is expected to assume a leading and inspiring role in the effective planning and implementation of the work programme of the Energy Community.

He / she will be responsible to ensure a smooth coordination between the Energy Community institutions, bodies and stakeholders, for the benefit of the achievement of the Energy Community goals.

The Director's responsibilities will include:

- Policy definition: developing and implementing the Secretariat's strategic activities in accordance with its mission, as described in Article 67 of the Energy Community Treaty.

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<sup>1</sup> <http://www.energy-community.org/pls/portal/docs/296207.PDF>

- Human Resources: ensuring effective planning and management of the human resources, including an efficient allocation and use of resources, motivating staff, fostering a good team spirit and creating a balanced working environment;
- Budget: ensuring the effective planning and management of the budget in accordance with the principles of sound financial management. Preparation of a preliminary budget of the Energy Community for the period 2014-2015;
- Representation: ensuring the representation of the Energy Community Secretariat within the institutions and bodies of the Energy Community, as well as to the outside.

Website for further information:

[http://www.energy-community.org/portal/page/portal/ENC\\_HOME](http://www.energy-community.org/portal/page/portal/ENC_HOME)

### 3. We look for

Applicants will be assessed on the basis of the following **selection criteria**:

#### 1) Managerial skills

- Proven capacity to manage a public body, both at strategic and at operational level;
- Sound experience in leading and motivating a team in a multicultural environment;
- Sound experience in managing budgetary and financial resources;

#### 2) Technical knowledge

- Extensive knowledge of regulatory policy and practice relevant to the energy sector;
- Knowledge and / or experience in the energy sector of a Contracting Party will be an asset;

#### 3) Communication and languages

- Excellent ability to communicate orally and in writing to the public and to cooperate with stakeholders (European, international, national and local authorities, international organisations, etc.);
- Excellent negotiation skills;
- Thorough knowledge of English. Knowledge of an official language of the Contracting Parties is considered an asset.

#### 4) International experience and knowledge of the EU

- Thorough understanding of the EU Institutions and how they operate and interact, and of EU policies and international activities of relevance to the activities of the Energy Community;
- Professional experience acquired in European and/or international organisations is an asset.

#### **4. Applicants *must***

To be considered for the selection phase, applicants must meet the following criteria by the closing date for applications:

- Citizenship: Be a citizen of a Contracting Party of the Energy Community or of a Member State of the European Union.
- University Degree or Diploma: Have:
  - a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
  - a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year's professional experience cannot be included in the post-graduate professional experience required below).
- Professional Experience: Have at least 12 years' post-graduate experience acquired after the required qualifications referred to above was obtained;
- Relevant Professional Experience: Of the 12 years of professional experience, have acquired at least 4 years in the energy sector, in energy policy or energy regulation;
- Management Experience: Have at least 4 years of professional experience gained in a senior management function;
- Languages: Have a thorough knowledge of English;
- Age Limit: At the deadline for applications, be able to complete the full three-year-mandate before the end of the month in which she or he reaches the age of 65.

#### **5. Independence and declaration of interests**

The Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

#### **6. Selection and appointment**

A selection panel will be set up for the selection process. This panel will invite applicants with the best profile for the specific requirements of the post to an interview, selected on the basis of their merits relevant to the post according to the criteria set out above. Candidates shortlisted by the selection panel will then be called for an interview with the Commissioner responsible for Energy.

Following these interviews, the Commission will propose one candidate to the Ministerial Council of the Energy Community. The Ministerial Council may ask for a hearing of the nominee before the decision for appointment is taken. The Ministerial Council will decide on the appointment of the Director on a simple majority.

## 7. Equal opportunities

The Energy Community applies a policy of equal opportunities and non discrimination in accordance with points 26 and 27 of the Rules for Recruitment, working conditions and geographical equilibrium of the Secretariat's Staff.<sup>2</sup>

## 8. Conditions of employment <sup>3</sup>

The Director will be appointed as staff of the Energy Community for a three-year period, which may be renewed.

The place of employment is Vienna, where the Energy Community Secretariat is based.

Annual gross salary will range from EUR 129,768.00 to EUR 158,597.88, depending on the level of experience.<sup>4</sup>

## 9. Application procedure

For applications to be valid, candidates must submit:

1. a cover letter; and
2. a Curriculum Vitae (CV) in English. The CV should preferably be drafted using the Europass CV format<sup>5</sup>. ***The CV must imperatively refer to the job requirements as listed in the present vacancy notice and explain how, in the candidate's view, she/he meets at least each of the skills and competences mentioned therein.***

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.

In order to facilitate the selection process, all communication with applicants concerning this vacancy will be in English.

Applications should be sent *by e-mail* to: ENER-ECS-DIRECTOR@ec.europa.eu

Applicants are asked to report any change of address in writing without delay to the address above.

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<sup>2</sup> Procedural Act N° 2006/02/MC-EnC: Ministerial Council Decision of 17 November 2006.

<sup>3</sup> More details can be found in the Staff Regulations of the Energy Community on <http://www.energy-community.org/pls/portal/docs/978177.PDF>

<sup>4</sup> Subject to approval by the Ministerial Council.

<sup>5</sup> The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

Contact persons for additional information:

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## **10. Closing date**

Applications must be sent by e-mail no later than 19<sup>th</sup> March 2012 (date of e-mail).

The Commission reserves the right to extend the closing date of this vacancy by publication on the websites of the European Commission and of the Energy Community.

## **11. Important information for applicants**

Applicants are reminded that the work of the selection committees is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody to do so on their behalf.

## **12. Protection of personal data**

The Commission will ensure that candidates' personal data are processed as required by Regulation on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data<sup>6</sup>.

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<sup>6</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 (OJ L 8, 12/01/2001, p. 1).