



The Energy Charter Secretariat, located in Brussels, is the administrative body responsible for facilitating the implementation of the Energy Charter Treaty (ECT) and further developing the Energy Charter Process under the supervision of the Energy Charter Conference. The Secretariat invites applications for the position of:

## **PERSONAL ASSISTANT/SECRETARY TO THE ASSISTANT SECRETARY GENERAL**

**Deadline for applications: 31 January 2019**

The successful candidate will, under the supervision of the Assistant Secretary General (ASG), perform the following tasks:

### **Secretarial Duties**

- Carry out secretarial tasks as instructed and ensure appropriate follow-up;
- Schedule appointments, deal with internal/external telephone enquiries; process incoming/outgoing correspondence and prepare all correspondence for the signature of the Assistant Secretary General;
- Prepare official missions of the Office of the Assistant Secretary General, including all staff members (travel arrangements, hotel, visa and all other related tasks);
- Perform other official duties as required by the Assistant Secretary General.

### **Energy Charter Conference (ECC), subsidiary bodies and other meetings**

- Provide logistical support to ECC team in preparation, realisation and follow-up of ECC meetings, meeting room reservations and catering arrangements;
- Provide support to the ECC Chairmanship as instructed;
- Provide support for subsidiary bodies and other meetings;
- Upload/disseminate official documents as requested, including maintenance of dissemination list;

### **Financial and Administrative duties**

- Inventory of furniture and equipment of the secretariat
- Administration and maintenance of the service car
- Building Management relations;
- Parking for staff and visitors to the Secretariat;
- Business cards;

## **Other administrative tasks as required by the Assistant Secretary General or Secretary General**

- Front Desk responsibility
- Front Desk specific related activities

The successful candidate should have:

- Effective communication skills in English and French or Dutch; knowledge of Russian is a plus but not required;
- Strong secretarial and organisational skills as well as interpersonal and communication skills for working in a multi-cultural environment; be a team worker and have proven record in working collaboratively with colleagues of different national backgrounds;
- Ability to work with minimum supervision with efficiency and to ensure timely delivery of results along with the skill to prioritise and work under pressure.

## **Qualifications**

Post secondary school such as secretarial school or a university degree, preferably with secretarial and management studies. A minimum of five years of secretarial work in an international organisation is preferable.

The post, with an attractive tax-free remuneration package (C4 level on the Coordinated Organisations (OECD) scale), is offered on the basis of a three-year fixed-term contract with the possibility of prolongation. The Energy Charter Secretariat is an equal opportunities employer. Candidates must be nationals of a Member Country of the Energy Charter Conference (see [energycharter.org/who-we-are/members-observers/](http://energycharter.org/who-we-are/members-observers/)). Further details on the Energy Charter Process can be obtained from the Energy Charter website ([energycharter.org](http://energycharter.org)).

Applications should be addressed to the Assistant Secretary General of the Energy Charter Secretariat by email only at [recruitment@encharter.org](mailto:recruitment@encharter.org) and should arrive no later than **31 January 2019**. Only those candidates selected for an interview will be contacted.

*Disclaimer: All personal information contained in the CV and application will be duly processed by the Secretariat. You can change your data or have them deleted at any time. If you have any questions or comments, please refer to [legalaaffairs@encharter.org](mailto:legalaaffairs@encharter.org).*

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