

# ENERGY CHARTER SECRETARIAT

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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 (composed of 53 states and international organisations). The Secretariat invites applications for the position of:

## **Head of the Unit (Expansion)** **Deadline for applications: 30/09/2018**

The successful candidate, who is expected to take up duties in January 2019, will deal with the Energy Charter Treaty's (ECT) expansion efforts, which involves: management of relations with countries that are not members of the Energy Charter Conference and encouraging them to consider joining the ECT; taking initiatives to promote the Energy Charter Process; working actively with present Observer countries to facilitate their evaluation of the benefits of joining the ECT; assisting countries which are in the process of accession. He/she will also be responsible for relations with some international organizations working on global energy cooperation.

The successful candidate will have an advanced degree and at least 10 years of relevant professional experience in the energy field, with regional and international experience. The candidate should have some experience of working with senior decision-makers responsible for energy matters and with international organisations. Good oral and written communications skills are imperative, as well as an excellent knowledge and proven drafting ability in English. Knowledge of French, Spanish or Arabic as well as experience in Asia will be an asset. The capacity to work in a multinational environment, together with the ability to be a good team player, is particularly important. Experience supervising a unit, section or office is desirable. The position requires frequent travel to countries in Africa, Latin-America and Asia.

Ideally, the candidate will have a good understanding of the purpose of the ECT, the whole energy cycle, energy geopolitics in key regions and pertinent international energy issues.

The position, as an international official, comes with an attractive tax-free remuneration package (A2/A3 level on the Co-ordinated Organisations/OECD scale) and 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 of the Energy Charter Conference. <https://energycharter.org/who-we-are/members-observers/>

Applications should be addressed to the Assistant Secretary General of the Energy Charter Secretariat at [recruitment@encharter.org](mailto:recruitment@encharter.org) and should arrive no later than 30 September 2018

*Disclaimer: Only those candidates selected for an interview will be contacted. All personal information contained in the CV and application will be duly processed by the Secretariat only for the purposes of the recruitment. You can change your data or have them deleted at any time. If you have any questions or comments, please refer to [legaffairs@encharter.org](mailto:legaffairs@encharter.org)*