



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:

ASSISTANT SECRETARY GENERAL

Deadline for applications: 31 July 2019

Under the supervision and authority of the Secretary General the ASG will be responsible for:

- direction and co-ordination of the work of the Experts in Units under her/his supervision and the administrative assistants of the Secretariat, as well as daily office administration;
- ensuring overall co-ordination, monitoring and assisting the implementation of the ECT and Program of Work of the Secretariat;
- preparation of the Budget and Program of Work, the Financial Statements, periodic spending reports and other financial documents as required;
- co-ordination of relations with external Auditors and other institutions in the host country;
- replacing the Secretary-General as required;
- carry out other related tasks of the internal management of the office as assigned by the Secretary-General.

For this high-level post, at least 5 years professional experience in a senior capacity within a national government, an intergovernmental organisation or industry is required. In addition, the successful candidate should have direct experience in senior or project management and financial administration. Excellent oral and written communications skills, as well as the ability to successfully lead a multi-cultural team, are required for this post, as is complete fluency in English. Proven experience of energy issues would be an advantage.

The post as international official, with an attractive tax-free remuneration package (A5 level on the Co-ordinated Organisations 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 a citizen of a Contracting Party or Signatory of the Energy Charter Treaty. Further details on the Energy Charter process can be obtained from the International Energy Charter website at www.energycharter.org. Interviews with short-listed candidates will be scheduled to take place in September 2019.

Applications should be addressed to the Secretary General, at secgen@encharter.org, to arrive no later than 31 July 2019.

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 legalaffairs@encharter.org.