



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 FOR EXPANSION AND OUTREACH

Deadline for applications: 4 June 2019

In the Office of the Secretary General, the successful candidate will assist the Secretariat's Head of Expansion Unit with the Secretariat's relations with non member countries. Expansion and Outreach of the present constituency are key components of the ongoing modernisation of the Energy Charter Process. This policy requires extensive relations with potential new countries and an ability to convey information on and added values of the Energy Charter Process.

Working under the supervision of the Head of the Expansion Unit of the Energy Charter Secretariat, the core functions of the Assistant, will entail:

1. Provision of assistance to the Head of the Expansion Unit in managing the full spectrum of the Secretariat's relations with observer countries, select non-member-countries as well as a range of international organisations working in the domain of energy security.
2. Working under the guidance of the Head of the Expansion Unit in order to assist observer and select non-member countries to accede to the Energy Charter Treaty (ECT).
3. Provision of support for all forms of the Secretariat's activities relating to current strategies and policies fostering the expansion of the ECT and Energy Charter Process beyond the core constituency of member countries.
4. Organising meetings in Brussels and abroad, drafting documents and other forms of operational correspondence, as well engaging in a full range of basic administrative duties and follow-up in support of the work of the Expansion Unit.
5. Promotion of the Energy Charter Process – Engaging in advocacy activity and conveyance of information on and value added of the Energy Charter Process to non-member countries.
6. Assistance in the area of attracting Voluntary Contributions to supplement the Secretariat's budget and, in particular, the area of Expansion;
7. Carrying out any other related duties as assigned by the Head of Unit and/or the Secretary General.

The successful candidate is expected to have:

- A strong professional knowledge of English;
- Knowledge of additional languages, including French, Arabic, Spanish or Chinese will be advantageous;
- A good knowledge of the political and economic situation generally around the world and of the energy sector in particular.

This post, at B5 (Co-ordinated Organisations scale) level, with an attractive, international remuneration package, will be offered on the basis of a three-year, fixed-term contract with the possibility of renewal. The Energy Charter Secretariat is an equal opportunities employer. Candidates must be nationals of a Contracting Party or Signatory of the Energy Charter Treaty.

Applications should be submitted to the Assistant Secretary General at recruitment@encharter.org , to arrive no later than **4 June 2019**.

Further details on the Energy Charter process can be obtained from the Energy Charter website at www.encharter.org.

Only those candidates selected for 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 legalaffairs@encharter.org.