

LEGAL ASSISTANT TO THE GENERAL COUNSEL

To take up duties in August 2018, the Energy Charter Secretariat is inviting applications for the position of Legal Assistant. In the office of the Secretary General and under the supervision of the General Counsel, the incumbent will be responsible for a wide range of support and administrative duties, including:

1. Day to day research as directed by the General Counsel;
2. Coordination of responses to request for information about the legal regime in the Energy Charter Treaty (ECT) and Protocol(s) by Contracting Parties, legal practitioners and investors.
3. Assist the General Counsel in supporting the good offices of the Secretariat and act as Registrar to the Conflict Resolution Centre;
4. Assist the General Counsel in supporting and coordinating the discussions on the modernisation of the ECT;
5. Assist in organising expert consultations, seminars, trainings and workshops related to legal issues;
6. Represent the Legal Affairs Unit in external events when requested by the General Counsel;
7. Assist the General Counsel in a range of other organisation tasks of the Legal Affairs Unit;

Strong analytical skills with the ability to collect, organize and analyse significant amounts of information with attention to detail and accuracy, while working under pressure, are required for this position. The successful candidate will have an advanced university degree (Master's or equivalent) in international law and relevant professional experience. Oral and written communications skills will include an excellent knowledge of English and Russian. Knowledge of French will be an asset. The capacity to work in a multinational environment, together with the ability to be a good team player, is important.

The post, at B4/B5 level on the Coordinated Organisations system, with an 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 signatory or Contracting Party of the ECT.

Applications (a letter of motivation and an updated cv) **should be submitted to the Assistant Secretary General of the Energy Charter Secretariat as soon as possible, to arrive no later than 22 June 2018.**

by email (preferred option):
recruitment@encharter.org

by post:

Assistant Secretary General
Energy Charter Secretariat
Boulevard de la Woluwe, 46
B-1200 Brussels
Belgium

by fax:

+32 2 775 98 13

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 legalaffairs@encharter.org