



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

CALL FOR INTERPRETATION SERVICES

Deadline for applications: 22 October 2021

The Secretariat is an international organisation based in Brussels having both English and Russian as working languages and has issued this Call for Interpretation Services to conclude framework contracts for the provision of full simultaneous interpretation services in English – Russian and Russian – English.

Within the framework agreement, this contract will be for a period of 24 months commencing 1 January 2022 to 31 December 2023. Interpretation is intended for the group meetings of our constituency, which amounts to 20-30 meetings/days throughout the year. Each meeting has typically between 20 to 50 participants per standard meeting and substantially more at the annual Energy Charter Conference meeting, which normally takes place in the country of the Chairmanship and which changes each year. The majority of the group meetings are expected to take place at the Energy Charter Secretariat’s premises in Brussels, Belgium (or via videoconference such as through Zoom).

On its premises, the Secretariat currently occupies two floors of an office block. Within the block there are a number of meeting rooms of different capacity. The meeting rooms also include interpretation booths fitted with interpretation equipment and connected to the microphones in the room. Some meetings will be organised using videoconferencing tools.

The successful candidates are expected to have:

- A strong professional knowledge of English and Russian;
- French language would be an asset;
- A good knowledge of the live language used in political and economic situations generally around the world and of the energy sector in particular;
- Solid computer skills, including experience of translation via videoconference tools (Zoom and/or Kudo);
- Discretion, tact, diplomacy, rigor;
- Professional and personal maturity; and
- Experience of working with international organisations or in an international context.

Candidates must be based in Brussels. Successful candidates will be required to enter into a framework agreement with the ECS, which cannot be considered as an employment contract.

Please note that, if you wish to submit a proposal, you must comply with the requirements and deadlines mentioned in the call and strictly respect the formalities indicated. In your submission, please also make sure that you supply us with the following documents and details:

1. Full resume and accompanying diplomas;
2. Fees per hour/half day/full day;
3. Fees for overtime;
4. Fees for working from an electronic platform or otherwise;
5. Flexibility of working dates and hours, which may be changed at short notice;
6. Any other conditions or terms you may have.

In addition to the above, please also be aware that you may, occasionally, be requested to travel.

Applications should be submitted to Ms. Margaret Bolan at Margaret.Bolan@encharter.org to arrive no later than 22 October 2021.

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

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 legallaffairs@encharter.org.