



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 IMPLEMENTATION UNIT**

**Deadline for applications: 13 December 2021**

Under the supervision of the Deputy Secretary General, the Head of Implementation Unit will be responsible for the following tasks:

1. Assume overall responsibility for monitoring and assisting in the implementation of the Energy Charter Treaty and Protocols in the areas of Investment promotion, Transit, Trade and Energy Efficiency;
2. Execute tasks regarding implementation of the Energy Charter Treaty as formulated by the Energy Charter Conference in the programme of work of the Secretariat;
3. Initiate and maintain contacts with other international organisations, industry and other interested parties on issues related to Investment, Transit, Trade and Energy Efficiency and organise appropriate seminars and workshops on topics related thereto;
4. Ensure all necessary assistance to the Chair of the Implementation Group;
5. Assume overall responsibility for the output of individual officials under his/her supervision and ensure harmonisation and teamwork within the unit;
6. Represent the Secretariat in professional context when requested by the DSG;
7. Carry out other related tasks as assigned by the DSG.

#### **Expected qualification requirements:**

- National of a Contracting Party of the Energy Charter Treaty;
- Advanced degree in economics, energy or law;
- At least 10 years of proven experience in the domain of energy policies and technologies, law or economics (Core competence);
- At least 10 years of experience in managing positions within public or private administration or/and international organisations in the area of core competencies;
- Absence of previous professional activities or advocacy contradicting the mission of the Energy Charter Treaty and the Secretariat;
- Proficiency in English.

#### **Additional requirements:**

- Working knowledge of Russian or French languages is desirable;
- General understanding of the Energy Charter Process is desirable.

The post, at A3 level on the Co-ordinated Organisations' system, 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 and women are encouraged to apply. Subject to the approval of the budget for 2022, the vacancy is expected to be filled at the beginning of 2022.

Further details on the Energy Charter process can be obtained from the International Energy Charter website at [www.energycharter.org](http://www.energycharter.org).

Applications should be addressed to the Energy Charter Secretariat at [recruitment@encharter.org](mailto:recruitment@encharter.org) and should arrive no later than **13 December 2021**.

*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 [legallaffairs@encharter.org](mailto:legallaffairs@encharter.org)*