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:

TEMPORARY OFFICIAL
JUNIOR LEGAL ASSISTANT

Deadline for applications: 27 June 2021

To take up duties in mid July 2021, the Energy Charter Secretariat is inviting applications for the temporal position of Junior Legal Assistant.

In the office of the Secretary General and under the supervision of the General Counsel, the incumbent will be required to cover a wide range of legal work in International Administrative Law. More particularly, the incumbent will be responsible for the following tasks:

1. Research and draft memos on different issues related to international administrative law and the law of international organisations
2. Support regarding discussions to amend Staff Manual and other internal regulations and procedures
3. Support regarding the application of the Manual on data protection
4. 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 are required for this position. In addition to being acquainted with international administrative law/the law of the international civil service, he/she preferably should have experience in data protection issues.

The successful candidate will have an advanced university degree (Master’s or equivalent) in law, with specialisation in the law of international organisations and at least one year of relevant professional experience. Oral and written communications skills will include an excellent knowledge of English with proven drafting ability. Knowledge of French and Russian 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 C4 level on the Coordinated Organisations system, with an international remuneration package, will be offered on the basis of a fixed-term contract until 31 December 2021. The Energy Charter Secretariat is an equal opportunities employer.

Applications (a letter of motivation and an updated cv) should be submitted to the Energy Charter Secretariat by email (recruitment@encharter.org) as soon as possible, to arrive no later than 27 June 2021.

Disclaimer: Only those candidates selected for an interview will be contacted.