The Energy Charter Secretariat, an international organisation based in Brussels, 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, invites applications for the position of:

SECRETARY

The successful candidate, is expected to take up duties before end of April 2024, and will be responsible of tasks as indicated in the attached job description.

Further details on the Energy Charter process can be obtained from the Energy Charter website at www.energycharter.org. Interviews with short-listed candidates are expected to be scheduled to take place in March-April 2024.

Applications should be addressed to recruitment@encharter.org, to arrive no later than 20 February 2024.
Position: Secretary

Key Responsibilities And Accountabilities

The purpose of the job is to ensure the smooth operation of the Energy Charter Secretariat office and support management in its daily tasks.

Job Qualifications

- Seasoned personal assistant;
- Proven experience in an administrative role;
- Knowledge of HR processes and procedures.

Competences and personality

- Excellent ability to proactively plan and organise own work;
- Strong time management skills;
- The ability to work independently or in a team in a flexible manner;
- Strong attention to detail and problem solving skills;
- Ability to multitask and work under time pressure;
- Excellent written and verbal communication skills;
- Very good analytical skills;
- Experienced Microsoft Office and other IT user;
- Exceptional interpersonal skills and the ability to build positive relationships with team members;
- Languages: fluent in English (oral & written). Effective communication skills in French. Other language is a plus.
Job Description

Under the supervision of Secretary General and Deputy Secretary General, and day-to-day operations under the guidance of Head of Unit:

- **Administrative and Secretarial Support:**
  - Support the Secretary General and the Deputy Secretary General in daily tasks: calendar and events planning, correspondence and mail, etc.;
  - Serve as a primary in-office point of contact for Contracting Parties, visitors, and suppliers;
  - Manage incoming calls and emails, and handle inquiries effectively;
  - Provide administrative support to colleagues, including scheduling meetings, managing calendars, handling correspondence, preparing official missions, etc.

- **General Office Management:**
  - Manage day-to-day operations of the offices;
  - Be the focal point of contact on all office space related matters;
  - Oversee facilities-related activities, such as organising repairs and maintenance, and ensuring a safe and clean working environment.

- **Travel and Event Coordination:**
  - Arrange travel itineraries, accommodations, and transportation;
  - Assist in planning and coordinating events and meetings, including, but not limited to, the meetings of Subsidiary Bodies and the annual Conference.

- **Communication:**
  - Assist in the Secretariat’s document dissemination procedures (including maintenance of the central mailing list of designated contact persons);
  - Assist in the maintenance and further development of the Secretariat’s public and restricted web-sites;
  - Maintain contacts with Diplomatic missions in Brussels and with Ministerial offices in the capitals;

- **Documentation and Record-Keeping:**
  - Maintain and organize office documents, post, records, and files, ensuring confidentiality and easy retrieval;
  - Assist with expense tracking, and invoice processing;
  - Assist in all work related to contracts and tenders.

- **Human Resources:**
  - Assist in personnel administration (recruitments, appointments and contracts, advancements, terminations, holidays, sick leaves, transfers, mobility, personnel files, special ID cards, etc.).

- Other related duties as assigned.