



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 THE ADMINISTRATION AND EXTERNAL ACTIVITIES UNIT**

**Deadline for applications: 13 December 2021**

Under the supervision of the Deputy Secretary General (DSG), the Head of the Administration and External Activities Unit will be responsible for the following tasks:

### **Administration**

1. Personnel management, including supervision of payroll administration;
2. Office management;
3. Preparation of annual Budget and the Programme of Work;
4. Preparation of the annual financial statements, periodic spending reports and periodic cash-flow forecasts;
5. Implementation of the Financial Rules and Implementing Instructions to these rules;
6. Implementation of the Staff Rules and Regulations;
7. Ensure all necessary assistance to the Chairs of the Budget Committee and the Strategy Group;
8. Be responsible for the internal financial management, budgetary control and auditing procedures.

### **External Activities**

1. Manage and take responsibility for the implementation of the Policy on Consolidation, Expansion and Outreach;
2. Leading the accession process to the Energy Charter Treaty by the Observer countries and organisations, and coordination of accession reports within the Secretariat;
3. Initiate and organise appropriate seminars and workshops related to accession and other knowledge-sharing events;
4. Be the focal point for the contacts with Observers countries and organisations;
5. Coordinate the diplomatic and protocol activities of the Secretariat.

### **Others**

1. Assume overall responsibility for the output of individual officials under his/her supervision and ensure harmonisation and teamwork within the unit;
2. 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, finance, law or international relations;

- At least 5 years of proven experience in financial administration, procurement, human resources (Core competence);
- At least 5 years of proven experience in international relations, diplomacy, multilateral organisations (Core competence);
- At least 10 years of experience in managerial positions within public or private administration or/and international organisations in the area of core competencies;
- 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 [legalaffairs@encharter.org](mailto:legalaffairs@encharter.org)*