



## The Council of European Energy Regulators (CEER)

***is seeking a part-time Project Assistant  
for its Brussels-based Secretariat.***

CEER is the independent voice of 36 national energy regulators from across Europe. Through CEER and its Secretariat based in Brussels, European energy regulators cooperate, exchange best practice and develop regulatory policy to benefit Europe's energy consumers.

The CEER Secretariat is seeking a **part-time Project Assistant** to help deliver its important work. The position offers the right candidate an opportunity to join a progressive organisation at the heart of EU energy regulation, in a rapidly-changing sector.

### **Job Profile**

The part-time Project Assistant will primarily be responsible for providing administrative project assistance to CEER's capacity-building missions (to regulators outside of CEER) and to its Training Academy.

### **Duties (non-exhaustive)**

- Providing logistical information and administrative support to CEER regulatory experts participating on short-term capacity-building missions;
- Organising accommodation, travel and other matters for experts on capacity-building missions, managing the payment of expert fees, handling reimbursement claims and monitoring payments and receivables, to ensure appropriate payments are made in line with agreed policy;
- Tracking claimed/allowed mission costs and compiling reports as required by the project sponsor and the Secretariat;
- Assisting with general project management, organisation and administrative review/reporting of missions;
- Providing administrative support to the CEER Training Academy, including the organisation of course lecturers, management/payment of invoices and the provision of office support with respect to the Academy's courses; and
- Providing general office and logistical support, contributing to deliverable coordination and efficiency within the small and dynamic Secretariat.

### **Requirements**

- University degree or equivalent;
- At least 1 year of professional experience working in an office environment;
- Excellent written and oral command of English;
- Flexible, pro-active attitude with strong organisational skills, and an eagerness to learn on the job; and
- Good knowledge of IT systems, including Microsoft applications generally and website maintenance.

### **Advantageous**

- Project management-related qualification/experience; and/or
- Experience working with the EU institutions and/or the energy sector.

If interested please send your letter of application and CV to the CEER Secretary General,  
**by 17:30 CET Monday 31 July**, by e-mail: [brussels@ceer.eu](mailto:brussels@ceer.eu)

For more information, visit our website: [www.ceer.eu](http://www.ceer.eu)