



The Council of European Energy Regulators (CEER)

***is seeking a High-Level Administrator
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 full-time High-Level Administrator to help deliver its important work. The position offers the right candidate an opportunity to join a progressive organisation close to EU energy policy-making, including ongoing EU "Clean Energy" legislative developments. You will be given the opportunity to develop skills and gain experience in areas such as energy regulation, EU policy development, team-working, verbal and written communication, work planning, diplomacy and stakeholder management.

Job Profile

The High Level Administrator is responsible for providing operational, logistical and policy support to expert energy working groups and the CEER Secretariat.

Duties (non-exhaustive)

- Information monitoring, analysis and reporting on EU energy regulatory issues, in particular following legislative developments and advising on the relevance for energy regulators and CEER. This may include CEER's advocacy activities in relation to the EU's "Clean Energy" legislative package;
- Providing operational support to energy regulatory working groups, tracking and following-up on deliverables for timely completion, uploading documents on the website, minuting meetings, ensuring quality control, and managing public consultations;
- Coordinating meetings, events and other internal / external activities;
- Establishing and maintaining excellent relations with stakeholders such as CEER's regulators, EU institutions and industry organisations. This includes clearly communicating the role and work of CEER, internally and externally;
- Contributing to deliverable coordination and efficiency across working groups within the small and dynamic Secretariat;
- Reporting on regulatory events and activities via internal briefings, the Annual Report, CEER Weekly and other publications/articles; and
- Data collection and benchmarking activities, including the development and maintenance of web-based databases, the preparation and dissemination of questionnaires and other requests for information, and providing an analysis of responses.

Requirements

- University degree or equivalent;
- At least 2 years of professional experience working in an office environment;
- Excellent written and oral command of English;
- Flexible, pro-active attitude with strong team and organisational skills, and an eagerness to learn on the job;
- Ability to prioritise work and deliver under pressure; and
- Good knowledge of IT systems and Microsoft applications generally.

Advantageous

- Experience working with the EU institutions and/or the energy sector;
- Sound knowledge of EU decision-making procedures and/or energy regulation.

If interested please send your letter of application and CV to the CEER Secretary General,
by 17:30 CET Monday 21 August, by e-mail: brussels@ceer.eu

For more information, visit our website: www.ceer.eu