



The Council of European Energy Regulators (CEER)

is seeking a High-Level Administrator for its Brussels-based Secretariat.

CEER is a not-for-profit association under Belgian law and is the independent voice of 39 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. Further information is available at www.ceer.eu.

The CEER Secretariat is seeking a full-time High-Level Administrator (*HLA*) to help deliver its important work. The position offers the right candidate an opportunity to join a *small dynamic Secretariat* close to EU energy policy-making *and* 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.

Duties (non-exhaustive)

The High-Level Administrator is responsible for providing operational, logistical and policy support, including

- 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;
- 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, the EU institutions/ACER, consumer groups 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 Secretariat;
- Reporting on regulatory events and activities via internal briefings, the Annual Report, CEER Current 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;
- A basic understanding of EU energy regulatory principles;
- Strong communication skills in English, verbally and in writing, including an ability to explain complex issues succinctly and edit documents for clarity and correctness;
- Flexible, proactive 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 Office applications generally.

Advantageous

- Good knowledge of the electricity and/or gas sectors, particularly gas,
- Direct experience of EU energy regulation, covering electricity and/or gas, particularly gas,
- Direct experience of EU decision-making in the Institutions,
- Direct experience with online questionnaires/databases, and
- Skills in European language(s) besides English.

Selection Process

Applications for the HLA position must be submitted in English, consisting of a letter of motivation (of no more than 2 pages) and CV to martina.schusterova@ceer.eu.

Applications will be accepted on a rolling basis until the position is filled. Some preference will be given to candidates who can start on short notice.

For selected applicants, the interview is currently expected to occur in June 2021 and will be facilitated by videoconference.

Privacy Policy:

In line with the General Data Protection Regulation (GDPR), the CEER Secretariat will retain CVs for all applicants for a period of 6 months after the closing date of this vacancy, to then be destroyed. If you are not appointed and have any objections to this retention policy, please contact the CEER Secretariat and your cover letter and CV will be deleted from our files.