



## The Council of European Energy Regulators (CEER)

***is seeking a Training Coordinator/Manager  
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](http://www.ceer.eu)

The CEER Secretariat is seeking a *Training Coordinator/Manager* who will be responsible for the running and organisation of training activities under CEER's Training Academy, with adaptation to online formats due to the COVID-19 pandemic situation and occasionally thereafter.

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

The Training Coordinator/Manager is responsible for:

- Management and planning of the CEER's annual training programme.
- Planning and organisation of each CEER course, with physical, online or blended format, including assisting with the course programme development, obtaining inputs from relevant experts, managing contacts, following up with trainers and participants and ensuring high-quality and smooth delivery of the courses.
- Managing the sections of the CEER website devoted to the courses and the online training platform for online courses with the assistance.
- Administering registrations and promotion of each course via mailing lists, newsletters and social media channels.
- Collecting participant feedback and preparing course feedback and attendance reports.
- Providing budgetary input and financial administration for the CEER Training Academy, including preparing invoices for course participants and management of cost reimbursement.
- Organising tailor-made training courses, study visits and other CEER capacity-building activities, with suitable formats given the COVID-19 situation.
- Updating and implementing feedback from an advisory board.
- Providing general support to CEER cross-Secretariat activities, outputs, and events.
- [Possible:] Supervising an assistant to assist with certain aforementioned tasks.

### ***Requirements***

- University degree or equivalent.
- At least 4 years of professional experience.
- Experience managing training programmes or commensurate experience.
- Experience in applying for and managing EU-funded grants and/or in dealing with public procurement.
- Strong communication skills in English, verbally and in writing.
- Flexible, pro-active attitude with strong teamwork and organisational skills.
- Willingness to learn about the energy sector if coming from another sector.
- Ability to prioritise work and deliver under pressure.
- Good knowledge of IT systems and Microsoft applications generally.

### ***Advantageous***

- Good knowledge of the energy sector and EU energy regulatory principles.
- Direct experience of EU decision-making in the Institutions and/or in energy regulators.
- Direct experience with webinar and/or online training software.
- Direct experience with online questionnaires/databases.
- Skills in (a) European language(s) besides English.

### ***Selection Process***

Applications for the Training Manager position must be submitted in English, consisting of a letter of motivation (of no more than 2 pages) and C.V. to [myriam.demeyer@ceer.eu](mailto:myriam.demeyer@ceer.eu)

**The deadline for a valid application is 23:59 CET on Wednesday, 31 March 2021.**

For selected applicants, the interview is currently expected to occur around the first half of April 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.