



## The Council of European Energy Regulators (CEER)

***is seeking a Training & Programme Coordinator  
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 & Programme* Coordinator to join its team. The Coordinator, together with the second Coordinator will be responsible for the running and organisation of training and capacity-building activities under CEER's Training Academy, offering now training in online, in-person and hybrid formats.

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

The Training & Programme Coordinator is responsible for:

- Management and planning of the CEER's annual training programme in close cooperation with colleague(s).
- Planning and organisation of CEER courses, with physical, online or hybrid 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.

### ***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.
- Ability / willingness to partner closely with the counterpart in this position to seamlessly carry our training and capacity-building activities.
- An affinity / experience with online tools for meetings and trainings, and registration software.
- Flexible, pro-active attitude with strong teamwork and organisational skills. This includes strong project management skills, including the ability to prioritise and handle multiple tasks to meet multiple competing deadlines with minimal supervision.
- Willingness to learn about the energy sector if coming from another sector.
- Good knowledge of IT systems and Microsoft applications generally.
- Good level of proficiency in French.

### ***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, especially GoToTraining and Aventri.
- Direct experience with online questionnaires/databases.
- Skills in (a) European language(s) besides English and French.

### ***Selection Process***

Applications for the Programme & Training Coordinator position must be submitted in English, consisting of a letter of motivation (of no more than 2 pages) and CV to [brussels@ceer.eu](mailto:brussels@ceer.eu).

The **deadline for a valid application is 23:59 CET on Friday, 21 January 2022.**

For selected applicants, the interview is currently expected to occur in late January/February 2022 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.