



31 July 2024

Introduction

CEER is a not-for-profit association under Belgian law and is the independent voice of 39 national energy regulators 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

CEER is seeking a CEER Deputy Secretary General to fill an upcoming position vacancy, based in the CEER offices in Brussels.

Role Profile

The CEER Deputy Secretary General assists the Secretary in overall management of the CEER Secretariat, in particular taking over some of the Secretary General's responsibilities when absent. This entails some supervisory role, though staff generally report directly to the Secretary General.

In addition to assisting the Secretary General with managing the Secretariat, the CEER Deputy Secretary General will have specific areas of responsibility.

Direct support to the Secretary General for operations management.

This will include:

- Ensuring best-practice governance and legal compliance for a not-for-profit association based in Belgium (exact work division to be defined);
- Organisation, coordination, planning and project management in a busy operations environment, with a focus on excellent service delivery to CEER regulators and multiple external stakeholders;
- Managing IT and office/property facilities (exact work division to be defined).

Direct support to the Secretary General for financial/accounting affairs and for CEER's financial management best practices (following the Belgian A.S.B.L. requirements and other relevant provisions CEER must comply with under Belgian law).

This will include:

- Preparation of the annual budget and mid-year forecasts for inspection and approval;
- Daily bank payments and issue of CEER invoices with another employee;
- Reporting to the Secretary General on financial management and accounting management and coordination on budgeting of staffing;
- The development of appropriate financial control mechanisms, including internal guidelines for public procurement, specialised consulting services, purchase requisition and travel forms, etc.

Requirements

- University degree;
- At least 6 years of experience in an energy regulatory office and/or a regulatory and/or policy/not-for-profit environment, preferably with Brussels experience;
- Demonstrated knowledge and understanding of the role of regulators, and particularly, energy regulators;
- Demonstrated experience in non-profit/governmental budgeting or experience in for-profit budgeting plus relevant coursework;
- Strong communication skills in English and French, verbally and in writing;
- Demonstrated experience and success in organisational communications;

- Good knowledge of the EU energy legislation development/implementation and the relevant decision-making processes, especially in EU Institutions;
- Networking and influencing skills, engaging diplomatically at a senior level internally and externally in the interests of CEER and energy consumers.

Advantages

- Knowledge/experience of the electricity and/or gas sectors, particularly in terms of consumers and network operators;
- Knowledge of other European languages;
- Management experience.

Selection Process

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

The deadline for a valid application is 17:00 CET, 22 August 2024.

For selected applicants, there will be a two-stage process including with CEER Board member(s).

Applicants who are called to a stage 1 interview will be informed by 26 August 2024. Stage 1 interviews are expected to be held online during the last week of August. Successful candidates from Stage 1 will then be invited to a stage 2 interview and/or test.

Package offered

CEER offers an attractive package in accordance with Belgian labour law standards. This includes a 13th month salary, vacation pay, compensation days, meal vouchers, and a telecom package. This position offers a diverse role in terms of content and contacts and the opportunity to be part of a small team that values friendliness and teamwork. The position is based in Brussels at the CEER premises and is intended for a full-time employee.