



CEER is seeking a Gas Working Group & Project Coordinator for its Brussels-based Secretariat and contribute to strengthening CEER's voice, visibility, and engagement across Europe.

15 July 2026

About CEER

The Council of European Energy Regulators (CEER) is a not-for-profit association under Belgian law and is the independent voice of 38 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

The CEER Secretariat is looking for a **Gas Working Group & Project Coordinator** to join its team.

About the Role

The role focuses on operational management and project coordination for the Gas Working Group (GWG) and its workstreams. Due to the transversal nature of our activities, this position requires strong project management and organisational skills to handle internal workflows, reporting, stakeholder coordination, and support for external communications and events. The coordinator reports directly to the Secretary General.

Your responsibilities:

- Manage the day-to-day operations and project workflows of the CEER/ACER Gas Working Group, its subgroups, and related workstreams.
- Prepare and organise working group meetings and workshops, including drafting agendas, briefing documents, presentations, and meeting minutes.
- Follow up on action points, manage project deadlines, and assist members in adhering to CEER procedures.
- Support internal coordination across the Secretariat to develop processes and tools that improve overall organisational efficiency.
- Cultivate daily cooperation and information exchange between National Regulatory Authorities, ACER, the European Commission, and external partners.
- Monitor European legislative developments and compile institutional reporting, including monthly updates, the annual Work Programme, and the CEER Annual Report.
- Coordinate data collection activities, maintain internal databases, and manage the administrative consolidation of questionnaires and public consultations.
- Provide assistance with external communications, web content management, and the promotion of CEER events and Training Academy courses.

Your profile

- University degree or equivalent.
- At least 4 years of professional experience, with a strong background in project management, project coordination, or operational support.
- Proven project management skills: Ability to drive transversal processes, manage competing deadlines, and prioritise multiple tasks with minimal supervision.
- Strong communication skills in English, both verbally and in writing, with excellent drafting and proofreading abilities.
- Strong relationship-building skills to maintain cooperation across diverse European member authorities.
- Good command of IT systems and Microsoft applications (including MS Teams, shared drives, and registration/survey software like Jotform).
- Ability to quickly grasp complex technical energy concepts.

CEER is offering an attractive package according to Belgian labour law standards. This includes a 13th month, compensation days, meal vouchers, pension plan, telework allowance and a full package of complementary health insurance.

Selection Process

Applications for the **Gas Working Group & Project Coordinator** position must be submitted in English, consisting of a letter of motivation (of no more than 2 pages) and a CV to recruitment@ceer.eu.

The deadline for applications is **23:59 CET on 16 August 2026**. Online or onsite interviews will be conducted in August and September 2026.

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.