



The Council of European Energy Regulators (CEER) is seeking a Working Group Coordinator for its Brussels-based Secretariat.

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

The CEER Secretariat is seeking a full-time Working Group Coordinator (WGC) 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 Working Group Coordinator 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 to 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, as well as providing analyses 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, virtual meeting software and Microsoft Office applications generally.

Advantageous

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

Offer

- A permanent full-time contract under Belgian law;
- An interesting salary package with additional benefits including lunch vouchers, ecocheques, teleworking allowance, full coverage health insurance, and pensions plan;
- A friendly work environment with a dynamic multicultural team, as well as professional growth opportunities; and
- Training development possibilities.

Selection Process

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

The deadline for applications is **30 June 2024 cob**.

For selected applicants, interviews will be held in June/July 2024 and will be preferably in person. However, it is possible to accept the interviews to be facilitated by videoconference.