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MEDREG IS LOOKING TO HIRE AN “Gas Expert” FOR ITS MILAN-BASED SECRETARIAT

MEDREG stands for the Association of Mediterranean Energy Regulators, which gathers 27 energy regulators from 22 countries, spanning the European Union (EU), the Balkans and the MENA region: Albania, Algeria, Bosnia-Herzegovina, Croatia, Cyprus, Egypt, France, Greece, Israel, Italy, Jordan, Lebanon, Libya, Malta, Montenegro, Morocco, Palestinian Authority, Portugal, Slovenia, Spain, Tunisia and Turkey are already members.

MEDREG works to facilitate and develop regulatory approaches and practices that are coherent at the regional level for energy market integration in the Mediterranean region. MEDREG promotes a transparent, stable and compatible regulatory framework in the Mediterranean region, fostering infrastructure investments, consumer protection, and enhanced energy cooperation. Based on a bottom-up approach, MEDREG acts as a collaborative platform for regulators from the Northern and the Southern shore of the Mediterranean to exchange technical knowledge and good practices while supporting each other to reinforce their regulatory capacity. The Association is co-funded by the European Union and benefits from the financial contribution of its members.

MEDREG’s specific work towards meeting its general objective involves: (a) the development of proposals, tools, regulatory standards and good practices that can lead to more efficient and compatible regulatory frameworks to enhance the development of efficient national energy systems and to facilitate the gradual integration of energy systems (including cross-border systems) in the region; and (b) the establishment of a closer relationship amongst regulators in the region with the aim to enhance their cooperation.

MEDREG promotes a permanent exchange of know-how, data collection and dissemination of expertise through comprehensive studies, recommendations, reports and specialised training sessions. Such ambitious goals are carried out via intense institutional and capacity building programmes, which are the pillars of MEDREG’s work, and through MEDREG’s Working Groups that are comprised of representatives of its Members. Currently, MEDREG counts on five specialized Working Groups (Institutional; Electricity; Gas; Environment, Renewable Energy Sources and Energy Efficiency; Consumers).

MEDREG’s strategy and activities are supported by its Milan-based Secretariat, currently composed of a team of 9 people. The Secretariat supports the Presidency Board, the Members and Working Groups towards the implementation the Association’s Action Plan. The Secretariat supervises and contributes to the preparation of studies and recommendations developed by the MEDREG Working Groups, ensures the overall coherence of MEDREG messages through the drafting of strategic documents, speeches, presentations and statements delivered by Members on behalf of MEDREG and conceives and organizes the capacity-building activities provided by MEDREG to its members. Finally, the Secretariat is responsible to manage the accounts and administrative aspects of the Association. Detailed information on MEDREG’s organization and activities is available on the website www.medreg-regulators.org.

The Secretariat is now looking for a **Gas Expert** to support the office management and the MEDREG Secretariat staff on the issues identified in the Job Description below.

OPEN POSITION: Gas Expert

PLACE: Milan, Italy

STARTING DATE: As soon as possible

CONTRACT: Permanent contract with 6-month probation period

JOB DESCRIPTION

The successful candidate will work under the Institutional Affairs and Administration Unit and will be entrusted with the following responsibilities:

- Support the Deputy Director and Head of Unit in organizing the Working Groups (WGs) meetings and technical activities, including the identification of topics and stakeholders whose participation may be required;
- Support the finalization of WGs minutes and conclusions of other events and meetings of MEDREG with its stakeholders;
- Support the collection and systematization of MEDREG's questionnaires and benchmarking exercises, towards the implementation of the Action Plan;
- Support the follow up procedures with Members and assist in the processing of responses to the MEDREG Action Plan deliverables;
- Support drafting of the technical reports and papers as indicated by the Head of Unit;
- Liaise with prospective speakers and participants in MEDREG WGs and other institutional activities to facilitate their participation;
- Provide technical assistance to MEDREG's Members and Senior Secretariat staff when representing MEDREG at external events;
- Assist in drafting of documents pertaining to the MEDREG interim and final Reports with the European Commission;
- Proactively follow and report on developments in Euro-Mediterranean energy policies and regulations (hydrocarbons);

QUALIFICATIONS

- Nationality of one of the MEDREG Member countries;
- University degree in one of the following (or related) disciplines: Economics and Engineering;
- At least 3 years of work experience in the energy sector, preferable in the energy regulation;
- Proven knowledge of Mediterranean and/or European energy policies;
- Good understanding of EU and Mediterranean institutions and EU's policy-making process;
- Working knowledge of Arabic and/or French will be an advantage;
- Good computer skills (Microsoft Office);
- Excellent communication and multicultural skills, preferably acquired through professional experience in international settings;
- Ability to work under pressure and problem solving;
- Ability to work in a positive and proactive manner, as a team member, and in a complex institutional environment;
- Must possess strong interpersonal skills and be able to communicate clearly, both written and orally;
- Must be able to effectively read and interpret information;
- Must be organized and able to prioritize and plan work activities as to use time efficiently;
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback.

CONDITIONS

- **Contract type:** Permanent full-time contract, with 6-month probation period

- **Salary:** Approximately **€1.850,00 net/month (13 months)**, based on experience and educational background plus company benefits including private health insurance
- **Work location:** Milan, Italy

APPLICATION

Interested candidates should **submit the following documents in English**

- Motivation letter of maximum one page
- **Detailed curriculum vitae in Europass form** clearly elaborating on educational and professional experience (<http://europass.cedefop.europa.eu/documents/curriculum-vitae>)

Please, do not send any supporting documents (i.e., copies of ID card, educational certificates, evidence of previous professional experience, etc.) at this stage.

Your application should be sent by e-mail to the following addresses: info@medreg-regulators.org. **The reference “Jun.Gas21_02” must be inserted as subject in the e-mail.**

The **deadline** for sending applications is **September 30, 2021**. Only shortlisted candidates will be contacted for the interviews.

Selected candidates will be **interviewed via the online conference tool Zoom**. More detailed information on the interview steps will be provided to shortlisted candidates.