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MEDREG IS LOOKING TO HIRE AN “OFFICE SECRETARY” 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 8 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 also responsible to manage the financial and administrative aspects of the Association. Detailed information on MEDREG’s organization and activities is available on the MEDREG website www.medreg-regulators.org.

The Secretariat is now looking for an **Office Secretary** to support the office management and the MEDREG Secretariat staff on the issues identified in the Job Description below.

<p>OPEN POSITION: Office Secretary PLACE: Milan, Italy STARTING DATE: As soon as possible CONTRACT: 1-year contract with long term perspectives</p>

JOB DESCRIPTION

The successful candidate will work for the MEDREG Secretariat seated in Milan. The candidate will regularly coordinate with the Executive management (Head of the Secretariat and Heads of Units) on the daily activities and will directly report to the Head of the Secretariat.

The following responsibilities will be entrusted to the successful candidate:

- Maintain Executives' agenda and assist in planning and organizing their appointments and meetings, including support them in preparing travel expense reports and mission reimbursement requests.
- Make travel arrangements for the Secretariat staff, and, when required for the Presidency Board and MEDREG Members.
- Provide translation support to the international MEDREG Secretariat staff, if required vis a vis the Italian Authorities and third parties.
- Maintain electronic archives and paper records, ensuring that information is organized and easily accessible.
- Handle and prioritize all outgoing and incoming correspondence (general e-mails, letters, packages, etc.).
- Manage the office budget in coordination with the Institutional Affairs and Finance Unit, ensuring accurate and timely reporting.
- Manage contract and price negotiations with office vendors (facility management vendors including cleaning and security services), service providers and office lease: negotiate the purchase of office supplies, materials, equipment and services in accordance with MEDREG's purchasing policies and budgetary restrictions and ensure a sufficient inventory of supplies as needed.
- Organize office operations and procedures: monitor the condition of offices to identify possible improvements and resolve issues related to the office facilities, such as needed maintenance or emergency repairs.
- Coordinate IT maintenance on all office equipment.
- Coordinate the implementation of security and health courses for the MEDREG staff as indicated by the Italian law.
- Provide logistics support to the Policy and Communication Unit when requested for the successful implementation of MEDREG events: prepare invitation letters, monitor the registration of participants, contribute to the preparation of meeting rooms, etc.
- Act as a receptionist and/or meet and greet MEDREG members and visitors.

QUALIFICATIONS

- At least 3 years of proven professional experience in office management, administrative or assistant experience.
- Knowledge of office management responsibilities, systems and procedures.
- Excellent knowledge of English and Italian.
- Working knowledge of French and/or Arabic will be an advantage.
- Proficiency in computer skills (Microsoft Office).
- Excellent communication and multicultural skills, preferably acquired through professional experience in international settings.

- Ability to work under pressure and solve problems.
- Ability to work in a positive and proactive manner, as a team member, and in a complex institutional environment.
- Strong interpersonal skills and ability to communicate clearly, both written and orally.
- Organized and able to prioritize and plan work activities to use time efficiently.
- Dependable, able to follow instructions, respond to management direction and to improve performance through Executives' feedback.

CONDITIONS

- Contract type: Full-time contract, for 1 year, with 6-month probation period and with long term perspectives.
- **Salary:** Approximately **€1550 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

- Detailed curriculum vitae in Europass form (<http://europass.cedefop.europa.eu/documents/curriculum-vitae>) clearly elaborating on educational and professional experience
- Motivation letter (1-page maximum)
- **Two reference contacts**

Supporting documents (i.e., copies of ID card, educational certificates, evidence of previous professional experience, etc.) should not be included in the application at this stage.

Applications should be sent by e-mail to the following addresses: info@medreg-regulators.org. The reference "Office Secretary" must be inserted as subject in the e-mail.

The deadline for sending applications is **7th March 2021**. Only shortlisted candidates will be contacted for written exam and interviews.