



WE ARE SEEKING A TRANSPARENCY ADVISER IN BRUSSELS!

We are seeking a candidate for the
ENTSO System Operation Team in Brussels.

**APPLY NOW –
THE INTERVIEWS WILL TAKE PLACE IN JANUARY 2020!**

ENTSOG IS RECRUITING! HERE IS WHY YOU SHOULD JOIN:

- ▲ Be close to high level EU decision making
- ▲ Work and live in a dynamic, international environment
- ▲ Gain valuable experience supporting the EU transparency and REMIT activities

THE ROLE OF ENTSOG

The role of ENTSOG is to facilitate and enhance cooperation between national gas transmission system operators (TSOs) across Europe to meet European Union energy goals. Its objectives are to promote the completion of the internal market for gas and stimulate cross-border trade, ensure the efficient management and coordinated operation of the European gas network and facilitate the European network's sound technical evolution.

ENTSOG is comprised of seconded staff from its members as well as directly hired personnel and therefore the organisation is constantly under dynamic change and ready to offer new opportunities. The ENTSOG staff currently consists of approximately 40 people of 18 different nationalities and representing 15 companies, which provides a unique and challenging international working environment.



ABOUT YOUR ROLE IN THE SYSTEM OPERATIONS TEAM

OVERALL RESPONSIBILITY: SUPPORT THE TRANSPARENCY AND REMIT ACTIVITIES INCLUDING DEVELOPMENT OF PDWS AND TRANSPARENCY PLATFORM

KEY AREAS OF RESPONSIBILITY AND GENERAL DUTIES:

- ▲ Support ENTSOG System Operation Director in internal working groups/areas preparation and management
- ▲ Support System Operation Director while participating in external meetings with ACER, European Commission etc.,
- ▲ Ensure efficient reporting system for all relevant internal working groups and external meetings and processes
- ▲ Support members and externals in requests and questions related to the area, including REMIT and the Transparency Platform (TP)
- ▲ Monitor TP and Registered Reporting Mechanism (RRM) performance and cooperate with the IT team
- ▲ Facilitate new queries and reports for members and externals as business owner and liaise with IT providers
- ▲ Elaborate detailed functional specifications for new tools and cooperate with external provider

CANDIDATE REQUIREMENTS

QUALIFICATIONS AND SKILLS:

- ▲ Strong proficiency in English, written and spoken
- ▲ Proficient user of standard MS Office tools incl. Excel and SharePoint
- ▲ Strong IT knowledge and experience, preferably in working with XMLs incl. XSD restrictions
- ▲ Experience in TSOs' Transparency requirements and REMIT reporting would be preferable
- ▲ Excellent organisational skills, preferably including project management
- ▲ Gas industry experience
- ▲ The ideal candidate has skills in developing custom queries and report development in advanced MS Office tools including PowerBI
- ▲ Proven record of contributing to the success of a team by demonstrating initiative, persuasive tendencies, negotiation skills and a willingness to support others both within this and other parts of the ENTSOG organisation
- ▲ Strong work ethic and associated flexibility to cope with demanding timelines and work pressures



CONTACT INFORMATION

A CV, a cover letter, any other supporting material from candidates should be sent by email to:

▲ careers@entsog.eu

Please submit your application no later than 9th January 2020.

The interviews will take place January 2020.

If you have any questions in relation to this Adviser position please contact:

▲ System Operation Director
Hendrik Pollex (hendrik.pollex@entsog.eu)

If you would like to ask question or clarification in relation to the Contract please contact:

▲ **Agata Musial** – Finance & Admin Manager
(agata.musial@entsog.eu)

PLEASE NOTE

The personal data of the candidate will be used by ENTSG for recruitment purposes only (and in no case for commercial and/or marketing purposes) and will in no case be disclosed to any third party without the prior consent of the candidate. Such personal data may be kept by ENTSG for a duration of maximum 3 years for recruitment purposes only in case a new vacancy may be of some interest for the candidate.

Please, join to the application the following written consent: "I understand and I agree that ENTSG is processing my personal data for recruitment purposes and I consent that ENTSG is keeping my data for future vacancies. By sending the CV, I accept/agree with the **Data Privacy Policy**."



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