

Secretary

for Transmission Capacity Auction Office in the CEE Region

JOB DESCRIPTION

Contact

Contact person: Mr Bernd Strobel, telephone: +49 (0)921 915-4088, facsimile: +49 (0)921 915-2509, email: bernd.strobel@eon-energie.com.

Selection procedure: Interview of preselected candidates with auditors

Administrative Information

Job Title: Secretary

Working Language English

Conditions: To be agreed with selected candidate

Location: Auction Office headquarter, Freising (near Munich), Germany

Date for employment: to be agreed with the candidate, May 2007 preferred

Deadline for application: 13 April 2007

The application should consists of CV and application letter in English

Context

According to Regulation 1228/2003/EC and the affiliated Guidelines a coordinated market-based, transparent and non-discriminating mechanism should be developed in order to allocate cross-border transmission capacity among market participants. Considering the special role of Transmission System Operators (TSOs), e.g. according to Directive 2005/89/EC concerning measures to safeguard security of electricity supply and infrastructure investment, any further development of congestion management has to respect TSOs' fundamental duty: the secure operation of European electric power system.

In order to get more precise physical representation of particular transactions' impact on load flows on interconnection tie-lines and following the Central Eastern Europe (CEE) regulators' request to investigate a load flow based cross-border transmission capacity allocation scheme, the TSOs intend to investigate and implement load flow based explicit coordinated auctions (Physical Transmission Right (PTR) auctions).

For this purpose a group of several TSOs within the CEE region agreed to establish a common auction office for CEE-Regions (CEE-AO) in Germany. This CEE-AO should act on behalf of the TSO-shareholders when allocating a cross-border capacity and providing settlement of such service.

Main tasks

- Assistance of managing director
- Organising and conducting the office administration
- Provide commercial and administrative support
- Telephone and written contact with internal and external clients
- Diary management for the company's managerial staff (arranging meeting, managing working groups, etc.)
- Producing Powerpoint presentations and presentations for management and technical working groups
- Managing office supplies
- Event management
- Preparation of protocols
- Logistic management
- Analysis, judgement and problem solving on office level

Profile

- Working knowledge of standard office software
- Customer orientated
- Able to work independently
- Know how to prioritise and divide up your work
- Keep to deadlines
- Able to work well with people
- Able to make sound and conscientious judgements
- High organizing skills
- Good inter-personal skills
- Good oral and written communication skills
- The ability to work successfully as part of a team
- Innovative thinker

Experience required

- At least three years relevant experience in an international environment (in Germany will be an asset);

Language

- Professional fluency in English and German