

ERRA SECONDMENT POSITION

1. ABOUT ERRA

The Association is a voluntary organization comprising 47 independent energy and water regulatory institutions from Europe, Asia, North and Central America, Africa and the Middle East. Our main objective is to increase exchange of information and experience among our members and to expand access to energy and water regulatory expertise around the world.

OUR MISSION - Support strengthening and improving the regulatory framework

OUR VISION - Being a reference point for practise and knowledge in the constantly evolving regulatory environment.

Read more about ERRA's legacy and core values at: <https://erranet.org/about-us/what-is-erra/>

2. SCOPE

ERRA Secondees are temporary experts of the Secretariat who are transferred by the ERRA member organisations or a partner energy regulator (hosting organisations) for the purposes of providing technical capacity and expert services for the Association and other member organisations.

The Secondment is a temporary working arrangement where a hosting organisation assigns an employee to a new position under the supervision of the ERRA Secretariat (*host*), usually to complete a project while gaining new experience. A Secondment can help staff to increase their qualifications by working in an international environment and dealing with novel projects that do not fall under the usual scope domestic of regulatory tasks. The Secondee benefits through learning new skills, expanding their expertise and networking with ERRA peers and partners.

3. MAIN BENEFITS

For the hosting organisation:

- strengthening the relationship between the hosting organisation and ERRA to develop a better understanding of each other through collaborative efforts,
- increased access to ERRA know-how and resources,
- strengthening the international network through their staff person's presence in ERRA's work and activities,
- opportunity for their staff member to learn new skills and to become familiar with new professional topics, while expanding their English language knowledge,

For the host (ERRA):

- strengthening the relationship between the ERRA and the hosting organisation to develop a better understanding of each other through collaborative efforts,
- increased access to hands-on regulatory expertise,
- strengthening and accelerating the work of the ERRA Committees/ Working group,
- diversifying the environment of the Secretariat's team.

- the secondment can be an effective motivation tool for the staff by offering an attractive opportunity of living abroad, meeting new people and enriching one's career,
- a great chance to update their staff member's skillset and/or the leadership skills (by following the rules and being proactive),
- free ERRA training opportunities: ERRA offers free slots for the Seconded for the chosen ERRA training courses within the seconded period to follow as well as 3 free slots for the hosting organisation.

4. REQUIREMENTS

ERRA is looking for a Seconded to strengthen the work of the Secretariat in the field of international program management. The selected candidate will assist shaping the activities of the dynamic work within the Secretariat and will join an international team that facilitates best regulatory practices and experience sharing.

The responsibilities entail:

- Involvement in organizing international events: conferences, workshops, webinars, training programs
- Frequent liaison with ERRA members on a variety of internal and external issues
- Project management duties
- Prepare and/or assist in-house analysis and research, and in background materials
- Prepare and/or assist in powerpoint presentations, briefing materials, talking points
- Market research
- Strong involvement in event related marketing duties
- Social media

Eligibility

- To have a level of education which corresponds to completed university studies of at least three (3) years, attested by a diploma;
- Minimum 2 years of work experience in the international department of the regulator or any other relevant department of the regulator;
- Excellent English fluency.

Selection:

- minimum 3 years of experience at a regulatory authority,

Core competences:

- Teamworking: working with others towards achieving work goals,
- Delivering quality results: focusing on achieving results while applying relevant processes and procedures to meet quality standards,

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- Communicating: sharing relevant information timely, clearly and concisely, sharing useful information with others as appropriate and having strong presentation skills in English during public events
- Valuing diversity: welcoming and working respectfully, inclusively and effectively with people from diverse backgrounds, while demonstrating respect and understanding of different points of view.
- Adaptivity to change.
- Excellent computer literacy with sound understanding of MS Office tools (Outlook, PowerPoint, Excel, Word, Canva or any other graphic software),

5. TECHNICAL CONDITIONS

- The position is available for the period of 3-6 months.
- Seconded shall be preferably present onsite at the ERRA Secretariat in Budapest, Hungary as much as possible.
- In case the Seconded could work and assist ERRA remotely only, minimum 2 visits at the ERRA Secretariat Budapest office are required.
- As an alternative, Seconded can work for the hosting organisation and the host (ERRA) with the division of work in the amount of 80%-20%, OR 70%-30%, OR 60%-40%, based on the agreed schedule to be listed in the secondment contract.
- In case of high interest: ERRA Secretariat can host only one Seconded at a time.
- The position is open from January 01, 2026.

6. FINANCIAL AND LEGAL CONDITIONS

- Since the Seconded remains an employee of the hosting organisation, the hosting organisation will cover the salary cost for the person along with other relevant costs in connection with the Seconded's salary items (contributions to social security and insurance systems including insurance for the purposes of the secondment, etc.), required by the applicable national law.
- Following the Secondment, the Seconded shall be entitled to return to his or her position with the hosting organization.
- Supervision – The Seconded should remain bound by the management practices and employment rules of the hosting organization, but the he/she may be subject to the general oversight of the host.
- The host will bear the costs of the Seconded's accommodation.
- The host will cover maximum 2 round-way air tickets or other means of transportation (bus or train) during the 3-6-month-period within a fixed amount.
- As an appreciation to the interest and support, ERRA offers free slots for the Seconded for the chosen ERRA training courses within the seconded period to follow after the Secondment, as well as 3 free slots for the hosting organisation for any selected trainings from ERRA offer for the period of the seconded position to follow the end of the Secondment.



7. SELECTION AND APPOINTMENT

The ERRA Secretariat will evaluate the applications and select the candidates meeting the eligibility criteria and best matching the selection criteria, in consultation with ERRA Presidium.

The recruitment of the Seconded shall be made by way of a secondment agreement between ERRA and the hosting organisation. The secondment agreement may be terminated by both bodies on two weeks' notice by way of a reasoned termination letter.

8. HOW TO APPLY

In case of interest, please send:

- your short CV;
- covering letter (max. 1-page, font size 10), explaining your motivation for the position, with information on your place of residence/ willingness to relocate to Budapest, Hungary and with indication on the specific preferred period of engagement ranging from 3 to 6 months;
- supporting letter from the Chairperson of your organisation.

to secretariat@erranet.org until **December 15, 23:59 (GMT+1)**.

No phone calls, please.

