

Coordinated Auction Office in South East Europe (hereinafter **SEE CAO**) invites candidates to apply for the position of:

AUCTION OPERATOR	
Place of work:	Podgorica, Montenegro
Duration of employment:	3 months with possibility of extension
Working hours:	40 hours per week (full time)
Starting date:	4 January 2021
Other information to be provided by SEE CAO during the interviews with eligible candidates	

In order to be eligible, the candidates for the position must meet the following criteria:

- University degree in Electrical Engineering with recent involvement in grid calculations, and NTC/ATC coordination;
- Non-existence of obstacles for employment as envisaged in Art. 20 of the Montenegrin Law on employment referring to general working ability and general health ability;
- Adequate experience for the work position in question (more information on job tasks given below);
- Professional fluency in English;
- Good oral and written communication skills;
- Ability to work in multinational environment and team work skills;
- Ability to manage processes, maintain records, interpret a wide variety of data and identify/resolve problems;
- Effective organizational skills and ability to handle work in efficient and timely manner.

Candidates must submit a curriculum vitae in Europass form together with the motivation letter on a one-page document.

Applications with supporting documentation should be submitted to the following mail address: employment@seecao.com

The deadline for submission of applications is **23 December 4pm**.

Tasks of Auction Operator:

- Preparing and conducting the Auctions on yearly, monthly and daily level in accordance with times defined in the Allocation Rules;
- Performing the registration of the market participants (concluding Participation Agreements with Registered Participants, providing assistance for acquiring risk management instruments and digital certificates);
- Collecting and checking NTC values delivered by participating TSOs and importing them into the Auction Tool and checking the amount of Offered Capacity, taking into account Secondary Market (resale or UIOSI).
- Publishing results of auctions and check if results are delivered to the Registered Participants and participating TSOs;
- Review and analyse complaints received during contestation period from the participants;
- Conduct the Fallback mode in accordance with the Allocation rules;
- Observe Secondary Market procedures, transfer and resale;
- Regularly update amounts of the credit limit of the Risk Management instruments (after payment for Allocated capacity or in case of RMI increase/decrease);
- Sending the necessary ECAN documents for scheduling process to TSOs and receiving and importing CAS files for UIOSI;
- Check amounts to be invoiced to the Registered Participants and in coordination with Financial department control issuing and sending of invoices and reports to Registered Participants;
- Issuing and sending of TSO invoices and auction revenue reports for settlement towards the TSOs in cooperation with Financial department;
- Preparation of internal invoice data reports for long term and daily auctions;
- Issuing and sending of service fee invoices in cooperation with Financial department;
- Tracking of payments and reimbursements: RMI, service fee, auction incomes, internal transactions;
- Propose activation of risk management instruments to Executive Director and Head of Service Operations and Development;
- Testing of fixes and new upgrades on test Auction Tool;
- In case of IT system and the Auction Tool failure to communicate with IT Manager and IT/Auction Tool support;
- Daily communication with Auction participants;
- Preparing necessary reports from the Auction processes.