



Reference Number: 003-024

Category: Short term service contract until 31 December 2024

Department: Programme Department

Location: Sarajevo

Published: 25 April 2024

Deadline for application: 10 May 2024

**Terms of Reference for an Assistant to the Programme Department of the Regional
Cooperation Council
(RCC)**

Background

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework. It works under the political guidance of the SEECP to promote regional cooperation and European and Euro-Atlantic integration of South-East Europe (SEE).

The areas of cooperation in the framework of the RCC are Economic and Social Development; Energy and Infrastructure; Justice and Home Affairs; Security Cooperation; Building Human Capital, as well as cross-cutting issues such as parliamentary cooperation, civil society activities and gender mainstreaming.

The RCC is implementing the Strategic Working Programme 2023-2025 as its main statutory obligation as well as the South-East Europe 2030 Strategy, aimed at reaching regionally sustainable economic growth to reduce poverty and inequalities; empower women, improve social inclusion; to slow down the depopulation of the region through enhancing the quality of life for its citizens, and to make a smooth transition to a carbon-neutral economy without disrupting competitiveness and private sector development through genuinely regionally owned political process.

The RCC is also implementing an Action plan for the Common Regional Market (CRM) in the Western Balkans, which is built on the achievements of the Regional Economic Area (REA).

The RCC consists of 46 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC Board consists of those RCC participants contributing to the budget of the RCC Secretariat

The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary-General and Liaison Office in Brussels which ensures regular communication and cooperation with European and Euro-Atlantic institutions. The organisational structure of the RCC Secretariat

consists of the Office of the Secretary-General, Political Department, Programme Department and Administrative Department.

Outline of the position

The role of the Assistant will be to support the RCC's Programme Department in daily administrative and organisational matters.

Tasks and objective of the position

The assistant to the Programme Department will be working as part of the RCC Programme Department team in daily cooperation with the Executive Assistant, the Experts, the RCC Administrative Officer and under the direct supervision of the Head of the Programme Department.

- Overall contribution (but also flexible depending on the Department's needs) in providing effective and efficient support to the Programme Department team to ensure programme deliverables;
- Provide administrative support and secure flow of information among relevant stakeholders in order to enable implementation of the activities entailed by CRM, RCC Strategic Work Programme 2023-2025, and Annual Work Programme;
- Support experts in their travel management, in line with the RCC rules and procedures and according to the overall planning/agenda, in cooperation with the RCC Administrative Officer;
- Facilitate the preparation of internal and external meetings and conferences in cooperation with experts and liaise with the administrative unit for purchase and finance related matters, whenever needed;
- Maintain good work relations, daily contact and collaborative framework with external networks and relevant partners to ensure coordinated implementation of regional activities and full mobilisation of available resources;
- Provide support to the Public Relations team/Media Unit (including taking photos, providing inputs for press statements and social media);
- Maintain the Programme Department archive related to events organised and the directory;
- Draft minutes of the meetings and administrative correspondence in coordination with the Experts and the Administrative Officer;
- Welcome visitors and facilitate in-house meetings with catering arrangements;
- General representation of RCC at meetings and conferences;
- Assume other tasks as directed by the Head of the RCC Programme Department.

Key requirements

- An academic degree of relevance for the position or equivalent;
- A minimum of 3 to 5 years of professional experience in a related area, preferably in an international environment and with knowledge and experience in SEE;
- Able to handle administrative tasks according to RCC internal rules and regulations;
- Excellent communication skills and telephone manners;
- Possess well developed organisational and event management skills;
- Ability to work both independently and as part of a team in a multicultural environment;

- Fully computer literate (including excellent knowledge of Microsoft Excel, Word, Outlook and Power Point, good command of Business Skype and excellent internet searching skills);
- Fluency in oral and written English. Knowledge of SEE languages and other EU languages will be an asset;
- Knowledge of protocol related to facilitating high-level events would be an additional asset;
- Ability to navigate relations and address content with discretion and confidentiality and impartial stance;
- Ability to work with ambiguity and resilience to possible challenges emerging from a fast growing and rapidly changing environment;
- Sensitivity and all-inclusive approach towards/when addressing culture, gender, religion and nationality related issues.

Location / Contract

The holder of the position will be based in RCC Secretariat in Sarajevo. She/he could expect that 20% of full-time would be spent on business-related travel.

Candidate will receive a service contract with trial period of one month and possibility of extension after a performance review.

Application Rules

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references by 24:00 Central European Time on 10 May 2024 via e-mail to jobs@rcc.int. Only shortlisted candidates will be contacted. Selection process is based on a written test and a competency-based interview.

The RCC is an equal opportunity employer.

RCC employees and partners participating in any programme or activity conducted or funded by RCC are prohibited from discriminating based on race, religion, political beliefs, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin.