



Vacancy Number: 01-017

Category: RCC Official

Type of Appointment: Fixed-term

Department: Political Department

Location: Sarajevo, Bosnia and Herzegovina

Vacancy issued: 14 July 2017

Deadline for application: 14 August 2017

**Terms of Reference for a Head of Political Department of the Regional Cooperation
Council Secretariat
(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 RCC is implementing the Strategy and Work Programme 2017 – 2019 and the South East Europe (SEE) 2020 Strategy, as basic working documents for the RCC until 2020.

The SEE 2020 Strategy aims at promoting creation of jobs and prosperity in a European perspective for the Western Balkans. RCC agenda is focused and result-oriented interventions in a restricted number of areas. Over the next three years RCC will continue to work to reduce – and where possible remove – the obstacles to increased mobility, enhanced connectivity and improved competitiveness in SEE, while also contributing to better governance, improved functioning of the rule of law and enhanced security in the region.

The organisation maintains close working relations with all actors of relevance to these areas, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

The RCC consists of 46 participants. The RCC and its Secretariat receives 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: Office of the Secretary General, Political Department, Programme Department and Administrative Department.

Outline of the position

The Head of Political Department is a senior management position within the RCC Secretariat. The role of the incumbent is to help ensure the successful operation of the RCC Secretariat, in particular related to providing political advice and analytical support in the execution of the mandate of the RCC under the overall guidance of the Secretary General (SG) and in close co-ordination with the Head of Programme Department.

Tasks include:

- Advise the SG and in close cooperation with the Head of Programme Department, support and coordinate RCC's political activities and give input to political priority setting.
- Develop and maintain relations with relevant officials from ministries and institutions of RCC's participants, as well as relevant SEE, EU and other donor governments, EU institutions, IFIs and other RCC partners.
- Coordinates interaction on a regular basis with the representatives of the country holding the Chairmanship-in-Office (CiO) of the South East Europe Cooperation Process (SEECP) and of the SEECP participating states in order to support the Secretariat's efforts directed at strengthening the synergy between the RCC and SEECP, as well as supports the SEECP CiO in preparing the political documentation for the SEECP high-level events.
- Coordinate and liaise with Head of Programme Department and make sure that overall and specific political priorities, individual work plans and goals are implemented.
- Participate in the development and implementation of the RCC Strategy and Work Programme and other strategic and working documents of the RCC.
- Oversee, coordinate and participate in the preparation of analytical briefs and memos regarding overall developments in SEE, in particularly on matters related to EU enlargement agenda and the regional cooperation in SEE, with advice and/or recommendations, where appropriate, for possible action by the RCC Secretariat.
- Oversee, coordinate and participate in the preparation of speeches, briefing notes and talking points for the meetings and participation of the SG at conferences and events relevant to the regional cooperation in SEE.
- Assist the Secretary General in fulfilling reporting commitments to the donors/stakeholders of the RCC, such as drafting progress/narrative/analytical reports on the activities of the RCC
- Give advice on new projects and on funding related decisions in cooperation with the Head of Programme Department and the Head of the Administrative unit.
- Oversee the work of the RCC Political Department.

- Represents the RCC and its Secretariat at international and regional events as required
- Assists with general public relations tasks when needed.
- Other related tasks as directed by the Secretary General.

Key requirements

These include:

- University degree in a subject of relevance for the position or equivalent.
- A minimum of 10 years of post-graduate professional experience in a related area, preferably in an international environment and with knowledge and experience in SEE and with the EU.
- Strong proven administrative, finance and people management skills.
- Possess experience in the diplomatic field, in particular in an EU context, as well as well-developed analytical skills.
- Fluency in oral and written English. Knowledge of SEE languages and other EU languages will be an asset.
- Able to work both independently and as part of a team in a multicultural environment.
- Excellent communication skills. The candidate will be expected to speak at conferences and meetings organised by the RCC or when invited to represent the RCC.
- Fully computer literate.
- Be able to handle the own administrative tasks according to RCC internal rules and regulations.

Reporting

The Head of Political Department will work under the overall guidance of the Secretary General.

Location and Contract

The holder of the position will be based in the RCC Secretariat in Sarajevo. She/he could expect that up to 30% of her/his time would be spent on business related travel. She/he will receive an initial one year employment contract with trial period of six months and possibility of extension after annual performance review.

Application Rules

Qualified candidates are invited to send their cover letter and CV (both in English) by 14 August 2017 by 17:00 p.m. via e-mail to jobs@rcc.int

Only short listed candidates will be contacted.

Selection process is based on a written test and competency-based interview.

The candidate should be national of the participants of the RCC Board from South East Europe: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo*¹, Moldova, Montenegro, Romania, Serbia, Slovenia, The Former Yugoslav Republic of Macedonia, Turkey.

¹ *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.