

Vacancy Number: 001-025

Category: RCC Official

Type of Appointment: Fixed-term

Department: Political Department

Location: Sarajevo, Bosnia and Herzegovina

Vacancy issued: 17 January 2025

Deadline for application: 17 February 2025

**Terms of Reference for the Head of Political Department
of the Regional Cooperation Council (RCC) Secretariat**

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 South-East European Cooperation Process (SEECP) to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE). RCC's activities are guided by its triannual Strategy and Work Programme (SWP) and the South East Europe 2030 (SEE 2030) Strategy.

Following the implementation of the Common Regional Market (CRM) Action Plan (AP) 2021-2024, prepared and coordinated by RCC, at the Berlin Process Summit in November 2024 the WB6 leaders endorsed the second iteration of the CRM Action Plan 2025-2028 (hereinafter CRM2), also prepared and coordinated by RCC. By drawing on EU rules and standards within the framework of the EU's Growth Plan for the Western Balkans (WB) and building on the EU four freedoms approach, the CRM targets key areas: i) Free movement of goods, ii) Free movement of services, iii) Horizontal trade measures, iv) Human capital development, v) Business enabling environment and competitiveness, and vi) Digital transformation. The CRM2 agenda will remain the main socio-economic transformative tool for the region in the upcoming four years and an important pillar of the EU's Growth Plan for the WB.

In October 2021, the leaders of the Western Balkans endorsed the Action Plan for the Implementation of the Sofia Declaration on the Green Agenda for the Western Balkans 2021-2030 (hereinafter GAWB). The GAWB Action Plan outlines 58 actions and seven roadmaps across key thematic areas: climate policy, sustainable energy, sustainable mobility, circular economy, depollution, sustainable agriculture and food supply, and the protection of nature and biodiversity. It exemplifies the principle of 'turning words into actions' by defining concrete steps, identifying supporting organisations, and establishing indicative timeframes for implementation.

The implementation results across the above-mentioned areas will directly impact the work and strategic framework of the SEE 2030 Strategy. The emphasis of the SEE 2030 Strategy is on reaching regionally sustainable economic growth to reduce poverty and inequalities, empowering women, improving social inclusion, decelerating depopulation of the region through enhancing the quality of life for its citizens, and accelerating the green and digital transition without disrupting competitiveness and the private sector.

The RCC consists of 46 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and a Liaison Office in Brussels. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department. The organisation maintains close working relations with all relevant actors, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

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 RCC's mandate under the overall guidance of the Secretary General (SG) and in close coordination with the Head of Programme Department.

Tasks include:

- Advise the Secretary General 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.
- Regularly coordinate interaction with the representatives of the economy holding the Chairmanship-in-Office (CiO) of the South-East European 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, and support the SEECP CiO in preparing political documents for the SEECP high-level events.
- Coordinate and liaise with the 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 the overall developments in SEE, particularly on matters related to the 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.
- Advise on new projects and funding-related decisions in cooperation with the Head of Programme Department and the Head of Administration Department.
- Oversee the work of the RCC Political Department.
- Represent the RCC and its Secretariat at international and regional events as required.
- Assist with general public relations tasks when needed.
- Perform other related tasks as directed by the Secretary General.

Key Requirements

These include:

- Advanced 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 their 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 and could expect that up to 30% of their time would be spent on business-related travel. The holder of the position will receive an initial one-year employment contract with a trial period of six months and the 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 12:00 Central European Time on 17 February 2025.

The applications should be submitted through the website link [Apply now](#).

Only shortlisted candidates will be contacted. The selection process is based on a written test and a competency-based interview.

Disclaimer: We are dedicated to ensuring a working environment that guarantees freedom, cooperation, inclusion, acceptance of diversity, and equal opportunities for others. We select employees we hire and cooperate with solely on the basis of competence and integrity of the candidate, making a decision based on relevant documentation and an interview. We ensure the performance of work tasks and advancement on the principles of equality by prohibiting any form of discrimination based on race, religion, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin. We operate with zero tolerance towards mobbing, harassment and sexual harassment in the workplace and demand the same of all employees and business partners. We strongly encourage women, minorities, and vulnerable groups to apply.