



Vacancy Number: 002-025

Category: RCC Official

Type of Appointment: Fixed-term

Department: Programme Department

Location: Sarajevo, Bosnia and Herzegovina

Vacancy issued: 17 January 2025

Deadline for application: 17 February 2025

Terms of Reference for the Head of Programme 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 (SEEC) 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 Programme Department manages and supervises the work of this department of the RCC Secretariat and works under the guidance and supervision of the Secretary General of the RCC. The Head of Programme Department is responsible for the organisation of the Department's work, management of its human and financial resources, and organisation of work in relation to the implementation of RCC SWP, Work Plan of the RCC, and regional economic integration framework (i.e. CRM and GAWB), aligning as feasible with SEE2030 strategic goals.

The Head of Programme Department is also responsible for managing the programming/administrative tasks for the staff of Programme Department, including preparation of budgets, monitoring of performance parameters, reporting on the activities of the Programme Department, reporting on budget and programme performance, reviewing the ToRs and performance evaluation of the Department personnel.

The Head of Programme Department provides support to the Secretary General (SG) in the execution of SG's mandate.

Reporting

The Head of Programme Department receives guidance and instructions from, and reports directly to the Secretary General of the RCC.

Duties and Responsibilities

General scope:

- Ensure efficient management of the Programme Department resources (human and financial) in terms of substantive decision-making and priority setting under the RCC mission, RCC SWP, SEE2030 Strategy, CRM, GAWB, RCC Work Plan and operational procedures.
- Manage and guide the Programme Department personnel, including by developing and/or coordinating individual work plans.
- Contribute to the efficient management of RCC-related thematic areas and agendas. Maintain regular consultations with the Head of Political Department to ensure synergies in setting the priorities under the RCC mission and strategic frameworks.
- Maintain regular dialogue with the representatives of the Chairmanship-in-Office of the South-East European Cooperation Process (SEECP) so as to enhance RCC Secretariat's efforts directed at strengthening cooperation and synergy between the SEECP and RCC.
- Oversee the implementation of sectoral components within the RCC Strategy and Work Programme and contribute substantially to the development of Secretariat's strategic documents as required.
- Coordinate, within the Programme Department and in cooperation with the Head of Political Department, the process of preparing progress and narrative reports on the activities of the RCC and its Secretariat as part of the RCC Secretary General's reporting commitments to donors/stakeholders of the RCC.

- Handle the administrative management-related matters of the Programme Department, in line with the RCC policy and regulations, in close coordination and cooperation with the Head of Administration Department.

Coordination of activities:

- Contribute to the effective coordination and integrated management of all Secretariat's activities, and the work programme of the Secretariat in relation to RCC SWP, CRM, SEE2030, and GAWB, in line with the strategic vision and guidance of the Secretary General.
- Coordinate and liaise between departments and Liaison Office in Brussels on implementation of RCC SWP, CRM, and GAWB.
- Support the Secretary General and senior management team in strategic planning and coordination of substantive and managerial objectives.
- Support the Secretary General in setting out the roles and responsibilities of different units and departments of the RCC Secretariat in implementing RCC SWP, SEE2030, CRM, and GAWB.
- Coordinate the activities on preparation of RCC plans, budgets and donor reporting.

Monitoring and supervising:

- Monitor and supervise the implementation of activities of the Programme Department and its personnel.

Programming:

- Support Programme Department staff in organising the process of programming, including preparation of necessary documents, conducting meetings and consultations, and facilitating quality assurance practices within the overall framework of RCC.
- Ensure that all stakeholders are kept regularly informed about the progress and that all steps are taken prior to the final approval of regional programmes.

Management:

- Foster teamwork and communication amongst the personnel of the Programme Department.
- Contribute to teamwork and communication between RCC departments and units, as well as with other regional and international structures, and officials of RCC participants.
- Provide guidance to, and supervise the individual performance of the Programme Department personnel.

General representation:

- Represent RCC in meetings and conferences and enhance RCC's overall visibility.
- Assume other related tasks as directed by the Secretary General.

Key Requirements

- An advanced university degree (Master's degree or equivalent) in a subject of relevance for the position.
- In-depth knowledge of SEE, regional cooperation in the thematic areas of RCC activities, EU enlargement and other relevant policies, as well as professional experience in European integration-related matters.
- A minimum of 10 years of post-graduate professional experience in international economics, political science, international relations or a related area, preferably in an international environment and with knowledge of and experience in SEE region.

- Proven managerial experience of at least 5 years in a similar position in an international environment.
- Proven experience in managing EU-financed or other international donor-funded projects, particularly grant contracts or technical assistance projects will be considered an advantage.
- Strong analytical and decision-making skills, demonstrable through previous work.
- Experience with government relations in a multilateral environment.
- Able to work both independently and as part of a team in a multicultural environment.
- Fluency in oral and written English; knowledge of SEE languages and/or other EU languages is an asset.
- Excellent communication skills. The Head of Programme Department will be expected to speak at conferences and meetings organised by the RCC, or when invited to represent the RCC, to give interviews to media and present work of the Programme Department to different interlocutors, including the donor community.

Location / Contract

The holder of the position will be based in the RCC Secretariat in Sarajevo and could expect that up to 40% 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 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, and 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.