

Vacancy Number: 003-025

Category: RCC Official

Type of Appointment: Fixed-term

Department: Brussels Liaison Office

Location: Brussels

Vacancy issued: 17 January 2025

Deadline for application: 17 February 2025

Terms of Reference for the Head of Liaison Office in Brussels 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

Under the guidance of the Secretary General (SG), the role of the Head of RCC Brussels Liaison Office will be to represent the RCC Secretariat in relation to EU institutions and bodies, NATO and other Brussels-based international institutions, and to develop and maintain close relationships with them in order to ensure support for RCC Secretariat priorities and tasks. The Head of RCC Brussels Liaison Office will also be responsible for ensuring that EU and NATO-related decisions are followed and the RCC Secretariat is kept informed about the EU developments related to RCC Secretariat activities and topics.

Tasks and Objective of the Position

The Head of Brussels Liaison Office will be part of the RCC staff and work under the overall guidance of the Secretary General (SG).

Tasks include:

- Provide timely and accurate advice to the SG on EU and NATO-related policy priorities. Ensure that timely advice and/or recommendations on priority areas of RCC activities are always available for possible action by the RCC Secretariat.
- Prepare analytical briefs and memos regarding the overall developments in SEE, particularly on matters related to the EU enlargement agenda and regional cooperation in SEE, with advice and/or recommendations, where appropriate, for possible action by the RCC Secretariat.
- Provide substantive support to the RCC Secretariat for efficient and coherent execution of the RCC mandate.
- Present the RCC priority areas and programmes in Brussels in the relevant EU institutions and networks, and foster RCC visibility.
- Work towards a positive reference of RCC and its activities in the EC annual strategy paper on enlargement and the EU Council conclusions on enlargement and stabilisation and association process (SAP).
- Prepare and coordinate missions of the SG and other RCC staff to Brussels.
- Assist RCC staff in any EU, NATO, and Brussels network-related matters.
- Manage a team of one staff member and one intern according to the RCC personnel policy.
- Prepare and follow up on the budget and administrative procedures of the Brussels Liaison Office according to the RCC rules and regulations in cooperation with the Head of RCC Administration Department.
- Assume other related tasks as directed by the Secretary General.

Key Requirements

These include:

- University degree in a subject relevant to the position with 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, EU institutions, and policies.
- Possess experience in the diplomatic field, particularly in the EU context, including well-developed analytical skills.
- Proven political networking and policy development skills.
- Proven administrative, finance, and people management skills in a multicultural/international environment.
- Fluency in oral and written English. Knowledge of SEE languages and other EU languages will be an asset.
- 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. Able to handle own administrative tasks according to the RCC internal rules and regulations.

Reporting

The Head of Brussels Liaison Office will work under the overall guidance of the Secretary General.

Location / Contract

The holder of the position will be based in the RCC Liaison Office in Brussels and could expect that up to 20% 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.