



Vacancy Number: 04-019

Category: RCC Official

Type of Appointment: Fixed-term

Department: Programme Department

Location: Sarajevo, Bosnia and Herzegovina

Vacancy issued: 15 March 2019

Deadline for application: 15 April 2019

Terms of Reference for Expert on Digital Connectivity (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). RCC's activities are guided by its triannual Strategy and Work Programme and the South East Europe (SEE) 2020 Strategy, as its integral part and a principal working document until 2020. The SEE 2020 Strategy aims at promoting creation of jobs and prosperity in a European perspective for the Western Balkans. It has five pillars, which are: Smart Growth, Sustainable Growth, Inclusive Growth, Integrated Growth and Governance for Growth. At the Trieste Summit of the Berlin process (12th July 2017), WB6 leaders endorsed the *Multi-annual Action Plan on Regional Economic Area* (hereinafter: MAP REA), prepared and coordinated by RCC with Digital Integration being one of its four components.

The EU-Western Balkan Summit reaffirmed the importance of the Digital Agenda for Western Balkan (DAWB) for regional integration, having Digital Agenda included in the Sofia Priority Agenda and the Statement of support for the DAWB endorsed by the WB6 Leaders. Moreover, the DAWB was launched on 25 June 2018 to support the digital transformation of the WB6 and prepare the region to integrate better into the EU Digital Market. DAWB specifies RCC as an implementing partner and mainly focuses on: roaming policy; deployment of broadband; development of e-Government, e-Procurement, e-Health; digital skills; capacity building in digital trust and security, in parallel to efforts to enhance digitalisation of industries and ensure the adoption, implementation and enforcement of the electronic communication and information society-relevant acquis.

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 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

RCC is looking for a candidate with a strong background in ICT, engineering, economics and public policy to join its team in Sarajevo, Bosnia and Herzegovina. The Expert will be entrusted with implementing regional cooperation activities in the area of digital integration, pertaining to the MAP REA and DAWB, among the national administrations, regional and international networks, key SEE interlocutors and donor countries and partners.

More specifically, the Expert will be directly responsible for:

- (1) Supporting the design, implementation and oversight of the digital integration related regional cooperation activities for Western Balkan, with a particular focus on regional digital connectivity; regional spectrum and roaming policies; cyber security, digital economy and society, digital skills and digitization and uptake of smart technologies;
- (2) Liaising with the main national, regional and international partners involved in digital integration and ICT policy development, as well as policy coordination in the area of telecommunications markets in SEE;
- (3) Participating in RCC's on-going process of programming, monitoring and reporting of activities.

Reporting

The Expert will work under the direct supervision of the Head of Programme Department and SEE 2020 and REA Coordinator and under the overall guidance of the Secretary General in matters related to the implementation of Digital Integration under MAP REA and DAWB.

Duties and Responsibilities

1. Supporting the design, implementation and monitoring of RCC's interventions in the area of digital integration, oversee the operational and implementation plans for the Digital Agenda for WB and contribute to the implementation of regional cooperation activities in other areas relevant for digital integration:
 - Provide technical expertise and support in the preparation of the long-term approach to RCC's work pertaining to digital agenda as part of MAP REA and DAWB, in line with the RCC mission and broad aims and goals set out in the SEE2020 and the RCC Strategic Work Programme(s);
 - Support to structure the RCC policy interventions and activities in the areas of digital integration, with a particular focus on DAWB (i.e. regional spectrum and roaming policies; cyber security, trust services and data protection; digital economy and digital skills and digitization and uptake of smart technologies in WB in line with the long-term strategic approach);
 - Support coordination and oversee the implementation of the operational and implementation plans in the area of digital integration as part of MAP, as well as the Digital Agenda for the Western Balkans;
 - Design operational plans to implement DAWB in line with the RCC mission and broad aims and goals set out in the SEE 2020 Strategy and MAP;

- Ensure implementation of the RCC's digital integration activities in line with the division of responsibilities between the Senior Expert on Economic and Digital Connectivity and Expert on Connectivity;
 - Manage, coordinate and organise regional meetings, activities and initiatives pertaining primarily to Digital Agenda and digital connectivity;
 - Support preparation of and execute budgets for the RCC policy interventions and activities in the areas of digital integration and ensure budget execution of the related activities;
 - Support the Head of the Programme Department and the SEE 2020 and REA Coordinator in formulation, implementation and evaluation of the digital integration activities on the substantive side; identify any possible issues, causes of delay or threats to accomplishment of programme targets and subsequently alert the Head of Programme Department and the SEE 2020 and REA Coordinator and advise on appropriate remedies;
 - Undertake field visits when needed.
2. Participating in the process of programming, monitoring and reporting of activities:
- Prepare materials and inputs for the programme documents and reports required for the purpose of a) resource mobilisation, b) building collaboration with partners, and c) reporting to donors, implementation partners and the public;
 - Assist and participate in MAP REA and SEE 2020 programming process and seek inputs from and ensure that all relevant stakeholders in the regional digital integration-related areas are kept regularly informed about the progress and results of the annual programming exercise;
 - Take part in annual monitoring cycles of the SEE 2020 and MAP REA implementation by liaising with the regional and national focal points to identify and review the relevant indicators and facilitate the data collection process;
 - Monitor regularly and ensure timely and adequate implementation of the action plans; prepare programme progress and reports for approval of the RCC Board, donors and other stakeholders.
3. General representation: Representing the RCC and other tasks:
- Represent the RCC at relevant meetings and conferences;
 - Prepare briefing documents for the RCC Secretary General, RCC Deputy Secretary General and RCC staff;
 - Ensure that the outputs produced within priority areas maintain high-quality standards, that reports are clear, objective and based on comprehensive data. Ensure that all his/her outputs meet required standards before completion to ensure they comply with the relevant mandates;
 - Assume other related tasks within their competence, as directed by the RCC Secretary General or Deputy Secretary General.

Competencies

a. Functional Competencies:

Advocacy, Result-Based Programme Development and Management: Contributes to results through primary research and analysis

- Identifies and communicates relevant information for a variety of audiences for advocating RCC's mandate;
- Assesses performance to identify success factors and incorporates best practices into work, and monitors specific stages of programme implementation;
- Researches linkages across programme activities to identify critical points of integration.

Building Strategic Partnerships: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues;
- Analyses and selects materials for strengthening strategic alliances with partners and stakeholders.

Promoting Organisational Learning and Knowledge Sharing: Basic research and analysis

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things;
- Documents and analyses innovative strategies and new approaches.

General Representation: Representing the RCC and other tasks

- Ability to communicate key messages in a manner appropriate for different audiences and occasions;
- Able to provide appropriate supporting materials, including visual aids and power point presentations, adjusted to the needs of different audiences and occasions.

b. Core Competencies:

- Demonstrating/safeguarding ethics and integrity;
- Demonstrating corporate knowledge and sound judgment;
- Treats all people fairly without favouritism;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encouraging the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each employee;
- Informed and transparent decision making.

Key Requirements:

- An advanced university degree (Master's degree or equivalent) in ICT, engineering, ICT science, economics or other subject of relevance for the position;
- In-depth knowledge of SEE region, experience in regional cooperation in SEE in thematic areas of RCC activities, EU enlargement and other relevant policies;
- A minimum of 7 years of professional experience in policy development, analysis and implementation in areas of relevance to digital agenda, electronic communications and information society, preferably in an international setting and with knowledge of and experience in SEE region;
- Strong analytical skills and experience in collecting, interpreting and analysing quantitative and qualitative data;
- Proven record in writing and editing analytical work (reports, publications, articles);
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset;
- Knowledge and experience in managing all stages of project cycles, from outlining the concept to project implementation and monitoring;

- Fluency in oral and written English; knowledge of SEE languages and other EU languages is 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.

- **Location / 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 15 April 2019 by 17:00 hrs 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, The Republic of North Macedonia, Romania, Serbia, Slovenia, 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.