Vacancy Number: 005-024
Type of contract: Service Contract
Location: Sarajevo, Bosnia and Herzegovina
Vacancy issued: 18 June 2024
Deadline for application: 2 July 2024

On behalf of Integrative Internal Security Governance (IISG) the RCC is looking for an individual to provide administrative support services

Terms of Reference

Background

Integrative Internal Security Governance in the Western Balkans

The Integrative Internal Security Governance (IISG) in the Western Balkans is a coordination platform bringing together Western Balkan partners, relevant international partners, EU actors and EU Member States in the areas of counterterrorism and preventing violent extremism (P/CVE), serious organised crime, border security, and cyber security in line with the EU perspective for the region.

The objective of the IISG is to improve collective efficiency by mapping the needs and coordinating responses concerning security threats in the Western Balkan region. The results to be achieved by the IISG are: identification of security needs and responses in the Western Balkans; increased coordination of IISG Members; high visibility of achievements among stakeholders and the wider public. The work of the IISG is conducted at strategic and technical levels within the respective IISG structures – IISG Board, IISG Support Group and IISG Secretariat.

The IISG Secretariat

The IISG Secretariat is hosted by the RCC as of 1 April 2020. The IISG Secretariat is a technical body, offering expertise and supporting the Western Balkan Partners in the implementation of the IISG. It is accountable to the IISG Board, which is represented by the ministers of interior/security of the Western Balkan Partners chaired by the European Commission.

The Secretariat performs the following technical tasks:
- Receives and requests information from IISG members on their ongoing and planned actions in the Western Balkan region;
- Analyses the information received, identifies gaps, duplications and potential for improvements in the coordination of activities, and informs IISG members accordingly;
- Establishes and maintains a Secure Database, registering the information referred to in point 1 of this list, with the aim of creating a consolidated and up-to-date overview of ongoing

and future actions from a regional perspective. The Secure Database is made accessible through a restricted section of the IISG website to each contributing IISG member;

- Updates the non-restricted sections of the IISG website with information relevant to stakeholders and the public;
- Facilitates and organises meetings of the Board and the Support Group, takes minutes of the meetings and prepares the conclusions;
- Prepares, with inputs provided by the Support Group, the Biennial Needs Mapping and the Annual Response Mapping;
- Establishes, as appropriate, a proper methodology that the IISG Secretariat uses for mapping and disseminating information, as well as liaising with relevant stakeholders in an efficient and systematic manner, including to raise awareness on IISG objectives;
- Supports periodical independent evaluations of the IISG activities, as appropriate.

The Regional Cooperation Council (RCC)

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) 2030 Strategy, as its integral part and a principal working document until 2030. RCC agenda is focused and result-oriented across wide spectrum of interventions which are based on intrinsic links between overall economic betterment, rule of law and integrative security.

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 Administration Department.

Tasks and Responsibilities

The administrative support service provider will be responsible for implementation of a range of substantial tasks **on an as-needed basis** to achieve the project's objectives. Specific duties and responsibilities will include, but not be limited to:

1) Administering and tracking all financial documents of the project and providing substantial support in financial reporting of the project to the Head of IISG Secretariat in line with the RCC, EC and project rules and procedures:
   - administers financial and administrative reporting of the project and liaises with the RCC administration and financial staff on all relevant matters regarding financial management of the project;

- keeps track of all administrative files and financial arrangements concerning all project activities (events, travels, technical assistance and service contracts, publications, etc.);
- processes purchase orders, contract letters, administrative arrangements, consultancy contracts and service contracts in line with the instructions and relevant procedures;
- makes all necessary preparations for the project contractual arrangements in accordance with the standard RCC and EC procedures;
- records, verifies and keeps up-to-date all kinds of financial data;
- performs the duties of receiving goods and of updating, maintaining and monitoring inventory records of the project;
- prepares draft financial reports of the project in line with the RCC, EC and project rules and procedures.

2) Organising and managing project archive and documents, including financial records, in line with the project, EC and RCC rules and procedures and providing substantial support in project reporting to the Head of IISG Secretariat in line with the RCC, EC and project rules and procedures;
   - maintains all administrative file records in hard copy and electronic version following the standard filing system established by the project;
   - assists the Head of IISG Secretariat in preparation of all project reports in line with the RCC, EC and project rules and procedures.

3) Carrying out practical and logistical organisation of project activities, in particular project meetings, official journeys and other events:
   - carries out the practical and logistical organisation of meetings, official journeys and other events; keeps track of all administrative files and financial arrangements concerning these events;
   - makes travel, visa and accommodation arrangements for staff members and experts; assists in the reimbursement of travel and subsistence expenses in accordance with the relevant procedures; verifies cost of missions and follows up on outstanding claims;
   - organises project meetings, workshops, seminars, conferences and trainings, including invitations, venues, refreshments, interpretation, nameplates and badges, etc.;
   - drafts meeting related and administrative correspondence in coordination with the Head of IISG Secretariat;
   - prepares draft financial and narrative reports of project events for Head of IISG Secretariat's approval.

4) Organising production, distribution and publication of project related documents in print version or online;
   - organises translation, proofreading, design and layout of relevant texts and documents in line with the RCC and EC Visibility Guidelines;
   - organises the production, distribution and publication of documents in print version or online.

The administrative support service provider will undertake other tasks as directed by the Head of IISG Secretariat.

Key Requirements:

- A minimum of 3 years of professional experience in administration and implementation of projects, preferably in an international environment and with knowledge and experience in SEE;
- An academic degree of relevance for the position or equivalent;
- Experience in financial administration of projects, preferably EC-funded projects;
- Previous experience of working for at least one nationally and/or regionally executed project funded by the European Commission;
- Experience in organisation and management of events;
- Fluency in oral and written English and computer literacy
- Sufficient knowledge of SEE and consolidated experience in regional cooperation;
- Strong analytical and financial skills demonstrable through previous work;
- Able to work both independently and as part of a team in a multicultural environment;
- Possess high inter-personal skills and ability to work under pressure and meet tight deadlines;
- Be able to handle administrative tasks according to the RCC internal rules and regulations.

In addition, the candidate is expected to demonstrate the following core competences required from all RCC staff:

- Demonstrate/safeguard ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Treat all people fairly without favouritism;
- Self-development, initiative-taking;
- Act as a team player and facilitate team work;
- Facilitate and encourage open communication in the team, communicate effectively;
- Create synergies through self-control;
- Learn and share knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each employee;
- Informed and transparent decision-making.

Location / Contract

The administrative support service provider will be based in Sarajevo and required to travel occasionally. An initial three-month service contract with probation period and possibility of two-year extension of engagement will be concluded with the RCC Secretariat. The administrative support service provider should be able to handle all administrative tasks according to the RCC Secretariat's internal rules and regulations.

Application Rules

Qualified candidates are invited to send their cover letter and CV, including a list of projects administered highlighting those funded by the EC and a list of events organised which should be attached to the CV. All documents should be submitted in English by **2 July 2024** via e-mail to **jobs@rcc.int**. **Only** shortlisted candidates will be contacted for an interview.

The RCC is an equal opportunities employer.

RCC employees and partners participating in any programme or activity conducted or funded by RCC are prohibited from discriminating based on race, religion, political beliefs, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin.