Vacancy Number: 007-024
Type of Contract: Fixed-term
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 announcing vacancy for the <u>Database Coordinator and Analyst</u> at the IISG Secretariat

Terms of Reference

Background

<u>Integrative Internal Security Governance in the Western Balkans</u>

The Integrative Internal Security Governance (IISG) is an EU-funded project (December 2016 Council Conclusions on Strengthening the EU's Internal Security's External Dimension in the Western Balkans including via the Integrative Internal Security Governance (IISG), Council doc. no. 15413/16).

The IISG Secretariat, which does not have a legal personality, 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 IISG. It is accountable to the IISG Board, which is represented by the ministers of interior/security of the Western Balkan Partners and the European Commission.

The overall objective of the Action is to contribute to strengthening regional cooperation in the security area in the Western Balkans by addressing challenges related to organised crime, terrorism and violent extremism, border security and cyber security.
The specific objective of the Action is to enable the IISG to enhance collective efficiency of security actions and stakeholders.
The expected results are:
•   Better strategic planning based on relevant needs mapped, and also coherent responses following strengthened process of providing inputs to the IISG Database;
•   Policy recommendations to WB Partners as a result of such process, developed at a more strategic level;
•   Strengthened stakeholder coordination mechanism through stronger engagement of all stakeholders (beneficiaries, Support Group members, donors and implementers), by using the analysis stemming from the inputs provided in the IISG Database.

The IISG is organised in the following three thematic pillars: the Western Balkans Counter-Terrorism Initiative (WBCTi): actions related to counter-terrorism and preventing and countering

violent extremism; the Western Balkans Counter-Serious Crime Initiative (WBCSCi): actions related to fighting serious organised crime; and the Western Balkans Border Security Initiative (WBBSi): actions related to border security. As of beginning of 2024, the IISG Secretariat took over the organisational aspects of the Regional Network of National CT-P/CVE Coordinators (RNNC) from Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The core tasks of IISG are to: map the security needs in the Western Balkan region in the areas of counter-terrorism, organised crime and border security; and map the ongoing projects, activities and initiatives ("actions") conducted, in the first place, by IISG members from a regional perspective ("responses"). Based on this, develop and disseminate a comprehensive and regularly updated overview to the relevant stakeholders; analyse whether the needs are adequately addressed to prevent duplications and gaps in responses, and to suggest and facilitate potential synergies; and collect and communicate achievements in order to ensure their visibility.

The IISG aims to be systematically inclusive, flexible and result-oriented in its work. Its activities are to be consistent with and in support of relevant EU policy.

IISG Secretariat

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.

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 organisation maintains close working relations with all actors of relevance to these areas, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

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 of the expert / Database Coordinator and Analyst

The expert is responsible for coordinating the work associated with the pillars in regard to ongoing projects and relevant analysis.

The expert will be responsible for preparation of IISG Secretariat's reports and other documents related to the work on the pillars, and their analysis and ongoing projects upon the approval of the Head of Secretariat (HoS).

This includes coordinating the work processes, needs and response mapping in order to deliver the mapping products as well as reporting on activities related to the pillars.

The expert will also liaise on a regular basis with IISG Members to ensure awareness of the process and the activities undertaken by the IISG Secretariat.

The expert will maintain the data of the list of donors / coordinators related to the ongoing projects following the IISG pillar frame. With guidance from HoS, the expert will communicate with all stakeholders in order to request, collect, and administer the information needed for the IISG Database purposes.

The expert will assist the Pillar Coordinator and Analyst in their analytical work.

The expert will be responsible for preparing the minutes/reports of the meetings organised by the IISG Secretariat, as well as for preparing statistical information related to the IISG process, upon the request of the IISG HoS. The expert will provide administrative support and ensure flow of information among relevant stakeholders on activities envisaged.

The key outputs to be coordinated by the Expert are the following:

- Planning and organising stakeholder coordination meetings/events with respective IISG contact persons and relevant institutions in respective economies and with relevant international organisations;

- Liaising with IISG Support Group members, international and regional stakeholders in regard to relevant issues pertinent to IISG Secretariat operations;

- Coordinating and implementing activities related to updating the IISG database register with ongoing and planned actions of IISG and partners in the Western Balkans;

- Providing periodical analysis on all Pillars in regard to the ongoing projects;

- Supporting IISG Secretariat and IISG Support Group in communication with target groups and PR outreach on matters related to IISG activities through the IISG Database;

- Coordinating cybersecurity pillar activities in close cooperation with the RCC Secretariat;

- Participating and contributing to regional pillar working group meetings as well as the Regional Network of National CT-P/CVE Coordinators (RNNC) meetings with respective IISG contact persons, pillar representatives, relevant institutions in respective economies and relevant international organisations;

- Supporting the Head of IISG Secretariat in conducting daily operations and activities;

- Working on other issues as requested by the Head of Secretariat.

Key Requirements

Suitable candidates need to fulfil the following key requirements:

- Advanced university degree in a field of relevance for the position (Master's degree or equivalent in security studies, European studies);

- A minimum of 5 years of proven professional experience in management/project management positions in a field closely related to internal security/Justice and Home Affairs, international security cooperation, security in the Western Balkans;

- Experience in regional cooperation in the SEE in similar thematic areas and in managing EU-funded projects;

- Proven knowledge of strategic and operational policy developments in the Western Balkans and EU Justice and Home Affairs cooperation in at least one of the three IISG fields of action – Counter-Terrorism and P-CVE, Serious and Organised Crime, Border Security.

- Proven knowledge in planning, preparation and management of multi-stakeholder projects;

- Excellent written and verbal communication skills in English and at least one language of the Western Balkan region;

- Familiarity with the mission, objectives and main products of the IISG;

- Proficiency in Microsoft Office products and online communication tools.

A preference will be given to candidates with the following additional skills:

- Demonstrated experience in working in international and multi-stakeholder environments, along with strong skills in international networking and inter-stakeholder relations;

- Demonstrated skills in policy analysis and policy research related to the fields of internal security, European security and EU–Western Balkan security cooperation;

- Strong self-initiative and motivation, and the ability to motivate and manage small international teams in line with strict deadlines, conduct problem-solving, and plan an efficient division of tasks;

- Ability to guide the processes of preparing needs assessments in relevant fields of internal security, obtaining baseline information for the purpose of further planning, identification of gaps and duplications at project level, preparing assessments on how to maximise the use of available expertise and international resources at project level;

- Strong ability to independently produce written analytical products and other texts in English language;

- Close familiarity with relevant EU strategic documents and tools in the field of EU Justice and Home Affairs, EU-Western Balkan relations, and with the work of relevant EU institutions and agencies;

- Preparedness to travel abroad;

- Effective interpersonal and communication skills, including skills in public speaking and in negotiating with third parties.

Location / Contract

The holder of the position will be based in Sarajevo. The expert could expect that up to 30% of their time would be spent on business-related travel and should be able to handle own administrative tasks according to the RCC Secretariat's internal rules and regulations.

The expert will receive an initial one-year employment contract with 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 24:00 Central European Time on **2 July 2024** via e-mail to jobs@rcc.int.

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