



Vacancy Number: 009-019

Category: RCC Official

Type of Appointment: Fixed-term

Department: Programme Department

Location: Sarajevo, Bosnia and Herzegovina

Vacancy issued: 1 November 2019

Deadline for application: 1 December 2019

**Terms of Reference for Senior Economic Policy Analyst to the Programme Department of
the Regional Cooperation Council
(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). The areas of cooperation in the framework of the RCC are Economic and Social Development with particular focus on Economic Competitiveness, Human Capital Development, Digital Integration and Sustainable growth and climate change resilience; Political Cooperation, Good Governance and Security as well as gender mainstreaming.

The 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 is entering its last year of implementation and preparations for post-2020 vision and agenda for Western Balkan mirroring EU 2030 agenda will be elaborated.

At the Trieste Summit of the Berlin process (12th July 2017), WB6 leaders endorsed the *Multi-Annual Action Plan for a Regional Economic Area* (hereinafter: MAP), prepared and coordinated by RCC. The MAP sets out a mid-term agenda on regional economic integration along the trade, investment, mobility and digital agendas, and foresees a strong implementation, coordination and monitoring role for RCC. RCC is invited to review and inform the Western Balkans Summits and Prime Ministers' Sherpas on regular basis on the progress achieved as regards the deliverables defined in MAP. Economic policy analysis is pivotal to support formulation of the required policy interventions both at national and regional level.

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 receive 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.

Outline of the Position

The Senior Economic Policy Analyst will contribute to the regional economic integration agenda through regular review of economic developments in SEE economies; will support the development of policy analysis and guidance on the policy areas covered in the SWP 2020-2022 (primarily in the areas related to economic integration: competitiveness, investment and financial markets, private sector development, human capital development, digitalization, etc.), as well as support the processes for preparation of the regional SEE strategic post-2020 agenda. In addition, he/she will support the work pertaining to the overall programming, monitoring and reporting for the above listed agendas under the guidance of the Head of Programme Department. Senior Economic Policy Analyst will provide economic analyses and advice and support to the Secretary General (SG) and the Deputy Secretary General (DSG) in the execution of their mandates.

The Senior Economic Policy Analyst will be directly responsible for:

- (1) Developing a strategic framework that is informed by the regular review of economic development in SEE, with a particular focus on regional economic integration agendas, i.e. competitiveness, industrial policy, investment and financial markets development, human capital development and mobility, digital integration, etc.;
- (2) Contributing to the implementation of RCC's regional economic integration activities;
- (3) Contributing to the coordination aspects for the preparation of post-2020 regional strategic vision, as well as monitoring processes for MAP REA implementation, SWP 2020-2022 and post-2020 agenda;
- (4) Liaising with the main national, regional and international partners involved in regional economic integration-enhancing actions;
- (5) Participating in RCC's overall processes of programming, monitoring, donor coordination and reporting of activities.

Reporting

The **Senior Economic Policy Analyst** will work under the direct supervision of the Head of Programme Department and under the overall guidance of the Secretary General.

Duties and Responsibilities

1. Develop a strategic framework that ensures regular review of economic development in SEE, with particular focus on regional economic integration agendas, i.e. competitiveness and investment, human capital development, digital integration, etc. and contribute to the implementation of RCC's interventions in these fields:

- Develop a clear and policy relevant monitoring process of agendas connected with regional economic integration with particular focus on competitiveness and investment, human capital development and women economic empowerment, digital integration etc.;
 - Conceptualise the reporting approach for the key economic data and prepare analytics for SEE economies as well as the region as a whole;
 - Contribute to research, analysis and produce analytics on the implementation of agendas connected with regional economic integration;
 - Provide analytical support for the preparation of Annual Work Plans of RCC as well as contribute to the impact assessment of agendas connected with MAP REA, SWP 2020-2022, post-2020 agenda, etc.;
 - Contribute to the implementation of RCC's key competitiveness-related activities, including those in the area of investment, financial markets development, industrial development, etc. in line with the RCC Strategy and Work Programme 2020-2022 and the Annual Work Plans of the RCC;
 - Support processes that lead to the alignment of activities within the competitiveness dimensions with other national and regional programmes/strategies;
 - Ensure compatibility with the SEE2020 Strategy and MAP REA monitoring processes, data and information collection where relevant and to the extent possible;
 - Prepare analytical briefs and memos regarding overall developments in SEE, in particularly on matters related to EU enlargement agenda and the regional cooperation in SEE, with advice and/or recommendations, where appropriate, for possible action by the RCC Secretariat.
2. Contribute to the coordination aspects for the preparation of post-2020 agenda and vision as well as monitoring processes connected with it:
- Help in identifying areas of work requiring external technical assistance, prepare the terms of reference for specific assignments related to impact assessment of actions pertinent to regional economic integration; maintain overall responsibility for coordination of performance and substantive outputs of any external consultants/advisors hired for short-term assignments related to impact assessment of actions pertinent to regional economic integration;
 - Provide policy and technical support to the governments in SEE as well as expertise and advice to the RCC Secretariat in regional economic integration-related issues;
 - Support the programme and budget execution of the activities in the areas related to regional economic integration in line with the RCC financial procedures and regulations;
 - Provide technical and analytical input for competitiveness-related activities in the preparation of post-2020 agenda and vision;
 - Prepare, organise, facilitate and moderate working group/platform meetings, seminars and workshops with government representatives, regional organisations, international institutions and private sector;
 - Work closely with the Senior Policy Analyst, the Senior Expert on Economic and Digital Connectivity and the Experts working in the area of Competitiveness to develop a framework for sustained monitoring and reviewing of economic performance of SEE economies and define linkages with the actions implemented under SWP 2020-2022 and beyond;
 - Support the Head of Programme Department in formulation, implementation and evaluation of regional economic integration-related activities on the substantive side;

- Provide analytics on the impact of actions pertaining to regional economic integration, with particular focus on MAP REA, SEE 2020 and post-2020 agenda and advise on appropriate remedies, if appropriate.

3. Participating in the process of programming, monitoring and reporting of activities:

- Assist in MAP REA review in close consultation with the Senior Expert on Economic and Digital Connectivity and support post-2020 agenda preparations as well as seek inputs from and ensure that all relevant stakeholders in the regional economic integration-related areas are kept regularly informed about the progress and results of the annual programming exercise;
- Take part in monitoring the implementation of agendas connected with MAP REA, last cycle of SEE 2020 monitoring as well as post-2020 agenda, by liaising with the regional and national focal points to identify and review the relevant indicators and facilitate data collection process;
- Monitor regularly and ensure timely and adequate implementation of the action plans; prepare programme progress and other reports for approval of the RCC Board, donors and other stakeholders.

4. 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/Advancing a Policy-Oriented Agenda: Preparing information for advocacy

- Identifies and communicates relevant information for a variety of audiences for advocating RCC's mandate

Results-Based Programme Development and Management: Contributes to results through primary research and analysis

- Assesses performance to identify success factors and incorporates best practices into work
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of programme implementation

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

Innovation and Marketing New Approaches: Enhancing processes or products

- Generates new ideas and proposes new, more effective ways of doing things

- Documents and analyses innovative strategies/best practices/new approaches

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

Job Knowledge/Technical Expertise: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organisational policies and procedures relating to the position and applies them consistently in work tasks
- Analyses the requirements and synthesises proposals
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Regional Leadership and Advocacy for RCC's Goals: Preparing information for global advocacy

- Identifies and communicates relevant information for advocacy for RCC's goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for RCC's mandate

Client Orientation: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organises and prioritises work schedule to meet client needs and deadlines

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:

- A Master's degree or equivalent in international economics, public policy or other subject of relevance for the position;
- In-depth knowledge of SEE region, experience of regional cooperation in the SEE in thematic areas of RCC activities, EU enlargement and other relevant policies;
- A minimum of 7 years of professional experience in policy development and analysis in international economics, international relations or a related area, preferably in an international setting and with knowledge of and experience in SEE region;
- Experience in collecting, interpreting and analysing quantitative and qualitative data. Strong quantitative skills will be an asset;
- Proven record of 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;
- Fluency in oral and written English; knowledge of SEE languages and other EU languages will be 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 RCC Secretariat in Sarajevo. She/he could expect that substantial 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.

Application Rules

- Qualified candidates are invited to send their cover letter and CV (both in English) by 1 December by 24:00 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 a national of the participants of the RCC Board from South East Europe:

Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo*¹, Moldova, Montenegro, 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.