



**Vacancy Number: 012-020**

**Category: RCC Official**

**Type of Appointment: Fixed-term**

**Department: Programme Department**

**Location: Sarajevo, Bosnia and Herzegovina**

**Vacancy re-issued: 19 October 2020**

**Deadline for application: 9 November 2020**

### **Terms of Reference for Senior Expert on Human Capital Development 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 South East Europe Cooperation Process (SEECPP) 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; Energy and Infrastructure; Justice and Home Affairs; Security Cooperation; Human Capital Development, as well as cross-cutting issues such as parliamentary cooperation, cooperation with civil society and gender mainstreaming.

RCC's activities are guided by its triannual Strategy and Work Programme and the South East Europe (SEE) 2020 Strategy. At the Trieste Summit of the Berlin process (12<sup>th</sup> July 2017), WB6 Leaders endorsed the *Multi-annual Action Plan on Regional Economic Area* (hereinafter: MAP REA), prepared and coordinated by RCC. The *EU-WB Zagreb Summit Declaration* reiterated the EU support for deepening regional economic integration, building on EU rules and standards and thereby bringing the region and its companies closer to the EU Internal Market. This will be achieved, among other, through the future Regional Economic Area (REA) agenda, with a view to facilitate the economic recovery after the crisis and make the region more attractive for investment.

RCC consists of 46 participants and it receives operational guidance and supervision from its 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 a Liaison Office in Brussels which ensures regular communication and cooperation with European and Euro-Atlantic institutions.

## **Outline of the Position**

The Senior Expert provides expert inputs for strategic direction and conceptualises the work of RCC pertaining to human capital development policies in line with the RCC mission and broad aims and goals set out in the RCC's Strategy and Work Programme by providing advice, analytical inputs and strategic documents for the development of RCC's long-term strategies and annual work programmes. He/she oversees and coordinates the work pertaining to human capital development policies by conceptualising the RCC policy interventions and activities, preparing operational and implementation plans and coordinating and overseeing the implementation. Furthermore, the Senior Expert implements the operational and implementation plans in the human capital development relevant policy areas.

The Senior Expert will be directly responsible for:

- (1) Development of strategic long-term approach to RCC's work pertaining to human capital development policies in line with the RCC mission and broad aims and goals set out in the SEE 2020 Strategy and forthcoming re-invigorated REA and SEE2030;
- (2) Conceptualisations and operationalisation of RCC policy interventions and activities through preparation of operational and implementation plans in line with the long-term strategic approach to human capital development policies of RCC;
- (3) Coordination and overseeing of the implementation of operational and implementation plans to human capital development policies, as well as implementation of plans in some of the above mentioned policy areas;
- (4) Establishment, guidance and facilitation of RCC regional platforms in the areas relevant for human capital development as required by strategic documents and operational and implementation plans;
- (5) Liaising with the national authorities and the Regional Dimension Coordinators and other relevant partners to ensure coordinated implementation of the activities with actors involved;
- (6) Participating in the on-going process of programming, monitoring and reporting of activities.

The Senior Expert works in the Programme Department of the RCC Secretariat in Sarajevo.

The Senior Expert and the Expert/s on Human Capital Development propose specific division of responsibilities for implementation of operational and implementation plans in particular policy areas to the Head of Programme Department for approval. The Senior Expert and the Expert/s on Human Capital Development coordinate and exchange information on regular basis to ensure consistent long-term approach to RCC's work and successful implementation of operational and implementation plans pertaining to human capital development policies.

He/she coordinates with Senior Experts and Experts in the Programme Department to ensure common strategic direction and cooperation framework of RCC and the consistency of programming process, as well as development of cross-policy approaches followed by operational and implementation plans in areas where cross-policy approach brings most benefits.

## **Reporting**

The Senior Expert reports directly to the Head of Programme Department in matters related to implementation of the SEE 2020 Strategy, MAP REA, forthcoming re-invigorated REA Agenda and SEE2030, and works under the overall guidance of the Secretary General.

## **Duties and Responsibilities**

Summary of key functions:

1. Development of strategic long-term approach to RCC's work pertaining to human capital development policies in line with the RCC mission and broad aims and goals set out in the SEE 2020 Strategy and forthcoming strategic frameworks (SEE2030, reinvigorated REA Roadmap):
  - Conceptualises the long-term approach to RCC's work pertaining to human capital development policies in line with the RCC mission and broad aims and goals set out in the RCC SWP, SEE 2020 Strategy and the forthcoming strategic frameworks;
  - Prepares written inputs for the preparation of RCC strategic documents in the area of human capital development policies;
  - Provides strategic advice for the RCC strategic documents in the area of human capital development policies;
  - Provides strategic recommendations on current regional and EU trends in the area of human capital development policies either for information or for action.
2. Conceptualisation and operationalisation of RCC policy interventions and activities through preparation of operational and implementation plans in line with the long-term strategic approach to human capital development policies of RCC:
  - Conceptualises the RCC policy interventions and activities in the areas of human capital development policies of RCC plans in line with the long-term strategic approach;
  - Prepares operational and implementation plans for the RCC policy interventions and activities in human capital development policies;
  - Prepares budgets for the RCC policy interventions and activities in the area of human capital development policies.
3. Coordination and overseeing of the implementation of operational and implementation plans in the areas of human capital development policies, as well as implementation of plans in some of the above mentioned policy areas:
  - Coordinates and oversees the implementation of operational and implementation plans in the areas of human capital development policies;
  - Implements operational and implementation plans in some of the policy areas in line with the division of responsibilities between the Senior Policy Expert and Policy Expert/s responsible for Human Capital Development pillar of the RCC's Strategy and Work Programme;
  - Ensures that the budget execution of the activities in the areas of human capital development policies is in line with the RCC financial procedures and regulations.
4. Establishment, guidance and facilitation of RCC regional platforms in the policy areas of human capital development as required by strategic documents and operational and implementation plans:

- Initiates and supports establishments of relevant regional platforms and technical/working structures to execute the activities in the areas of human capital development policy;
  - Closely coordinates activities with relevant regional and international partners active in the respective areas.
5. Liaising with the national authorities and the Regional Dimension Coordinators and other relevant partners to ensure coordinated implementation of the activities with actors involved:
- Establishes close working relationships with all relevant partners;
  - Works on the relationships of the RCC with national authorities and regional partners and other stakeholders, ensuring full understanding, cooperation and a perfect fit of the activities with the key needs of RCC participants;
  - Ensures full understanding, cooperation and, wherever possible, synergy of the activities with other efforts of regional and international organisations in the relevant policy area.
6. Participating in the process of programming, monitoring and reporting of activities:
- Prepares materials and inputs for programme documents and reports required for the purposes of a) resource mobilisation, b) building collaboration with partners and c) reporting to donors, implementation partners and the public;
  - Assists and participates in MAP REA, SEE 2020 and forthcoming strategic frameworks' monitoring and programming processes and seeks inputs from and ensures that all relevant stakeholders in human capital areas are kept regularly informed about the progress and results of the annual programming exercise;
  - Monitors regularly and ensures timely and adequate implementation of action plans; prepares programme progress and reports for approval of the RCC Board, donors and other stakeholders.
7. General representation: Representing the RCC and other tasks:
- Represents the RCC at relevant meetings and conferences;
  - Prepares briefing documents for RCC Secretary General, RCC Deputy Secretary General, Head of Programme Department and RCC staff;
  - Ensures that the outputs produced within priority areas maintain high-quality standards, that reports are clear, objective and based on comprehensive data. Ensures that all his/her outputs meet required standards before completion to ensure they comply with the relevant mandates;
  - Assumes 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:**

- An advanced university degree (Master's degree or equivalent) in economics, political science, social sciences, or other subject of relevance for the position is a requirement. A Master's or a PhD degree will be considered an advantage.
- 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 applied research and analysis in international economics, political science, international relations or a related area, preferably in an international setting and within a research environment 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 in writing and editing analytical work (reports, publications, articles).
- Experience in specialised area of monitoring and evaluation.
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset.
- Knowledge of 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 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 the RCC Secretariat in Sarajevo. She/he could expect that substantial time would be spent on business-related travel.

### **Application Rules**

Qualified candidates are invited to send their cover letter and CV (both in English) by **9 November 2020** by 24:00 Central European Time via e-mail to **jobs@rcc.int**

Only shortlisted candidates will be contacted.

The 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\*<sup>1</sup>, Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

The RCC is an equal opportunity employer.

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<sup>1</sup> \*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.