



Vacancy Number: 03-020

Category: RCC Official

Type of Appointment: Fixed-term

Department: Programme Department

Location: Sarajevo, Bosnia and Herzegovina

Vacancy issued: 25 February 2020

Deadline for application: 25 March 2020

**Terms of Reference for the Expert on Competitiveness at the Regional Cooperation Council
Secretariat**

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. 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 REA), prepared and coordinated by RCC with Competitiveness being addressed through the Investment Competent of MAP REA.

The overarching goal of RCC's Strategy and Work Programme 2020-2022 is to enhance socio-economic, digital and human connectivity within SEE, and between the region and the EU through strengthened regional cooperation and development of a shared, inclusive and competitive economic space. RCC implements the SWP 2020-2022 through integrating the efforts of different stakeholders within two main objectives, "Support to implementation of the Multi-annual Action Plan for a Regional Economic Area (MAP-REA)", entailing economic competitiveness, human capital development, digital integration and sustainable growth and climate change resilience, and "Political Cooperation, Good Governance and Security", encompassing political and parliamentary cooperation, good governance and the rule of law, and security cooperation.

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

The Expert on Competitiveness will be entrusted with implementing regional cooperation activities to boost competitiveness 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) Designing, implementing and overseeing competitiveness-related strategic activities of the RCC, including those in the area of industrial development, tourism, SME development and innovation which are in line with the RCC mission as well as with the goals defined within RCC's Strategy and Work Programme and MAP REA;
- (2) Implementation and operationalisation of RCC policy interventions and activities by providing technical inputs in line with the long-term strategic approach to competitiveness related topics;
- (3) Planning, coordination and implementation of activities related to competitiveness, industrial development, SME development policies, tourism development, and other policy areas relevant to the Competitiveness portfolio of RCC;
- (4) Liaising with the main national, regional and international partners involved in competitiveness-enhancing actions to ensure coordinated implementation of the activities with actors involved;
- (5) Participating in the on-going process of programming, monitoring and reporting of activities of RCC.

The Expert will be located in the Programme Department of the RCC Secretariat in Sarajevo and will work under the direct supervision of the Head of Programme Department. He/she will coordinate the work pertaining to competitiveness and private sector development with other RCC staff members to ensure successful operation of the RCC Secretariat, in particular related to the implementation of the SEE 2020, RCC Strategy and Work Programme, MAP REA and other strategic documents of RCC.

Reporting

The Expert on Competitiveness reports directly to the Head of Programme Department in matters related to the implementation of the RCC Strategy and Work Programme and works under the overall guidance of the Secretary General.

Duties and Responsibilities

Summary of key functions:

(1) Designing, implementing and overseeing competitiveness-related activities:

- Implement the competitiveness-related activities in line with the RCC's Strategy and Work Programme, the Annual Work Plan of the RCC and MAP REA;

- Provide technical support to the governments in SEE as well as expertise and advice to the RCC Secretariat on competitiveness-related issues;
- Ensure alignment of activities within the competitiveness area with other national and regional programmes/strategies in an effort to strengthen economic governance;
- Identify areas of work requiring external technical assistance, prepare the terms of reference for specific assignments under the competitiveness area and maintain overall responsibility for coordination of performance and substantive outputs of any external consultants/advisors hired for short-term assignments under the competitiveness dimension;
- Gather necessary information from other relevant programmes and best practices in SEE and EU Member States;
- Coordinate closely with the Senior Expert and Expert on Competitiveness to avoid overlapping of cross-cutting issues;
- Support the Head of Programme Department in formulation, implementation and evaluation of competitiveness 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 advise on appropriate remedies;
- Assume other related tasks within their competence, as directed by the RCC Secretary General or Deputy Secretary General.

(2) Implementation and operationalisation of RCC policy interventions and activities:

- Implement and operationalise RCC policy interventions and activities in the competitiveness area in line with the RCC long-term strategic approach;
- Provide input, analysis and recommendations on operational and implementation plans for the RCC policy interventions and activities in the area of industrial development, SME development, tourism and innovation;
- Present information on activities to relevant institutions and governmental bodies, regional and international fora, as well as ensure dissemination to broader public, as appropriate;
- Prepare, organise, facilitate and moderate meetings, seminars and workshops with government representatives at all levels, regional organisations and international institutions; represent the RCC at relevant meetings and conferences.

(3) Planning, coordination and implementation of competitiveness activities

- Coordinate and support implementation of operational plans in the competitiveness areas;
- Implement operational plans in some of the policy areas defined within the competitiveness area;
- Support budget execution of activities in the areas of competitiveness in line with the RCC financial procedures and regulations;
- Support technical/working structures to execute the activities in the areas of industrial development, SME development, tourism development, etc.;
- Coordinate activities closely with relevant national, regional and international partners, including the European Commission structures and line DGs that may be active in the respective areas.

(4) Liaising with the main national, regional and international partners involved in competitiveness-related activities:

- Cooperate and liaise with the national authorities, regional partners and other stakeholders, ensuring full understanding, cooperation and a perfect fit of the activities with the key needs and common development efforts of the RCC participants;
- Develop fruitful working relations including planning and implementation of joint activities with the respective regional organisations in the field;
- Maintain close liaison with other relevant partners: European Commission, EU bodies and agencies, research institutes, CSOs, academia, etc.

(5) Participating in the process of programming, monitoring and reporting of activities:

- Prepare materials and inputs for the 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;
- 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.

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 and promotes organisational learning

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

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.

b. Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrates 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
- 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, business, law 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 international economics, private sector development, international relations or a related area, preferably in an international environment and with knowledge of and experience in SEE region (or a first-level university degree and 10 years of relevant professional working experience);
- 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 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 up to 30% of her/his 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. 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 **25 March 2020** by 17:00 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*¹, Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

The RCC is an equal opportunities employer.

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.