



**Vacancy Number: 04/017**

**Category: Project staff**

**Type of Appointment: Fixed-term**

**Location: Sarajevo, Bosnia and Herzegovina**

**Vacancy issued: 25 December 2017**

**Deadline for application: 25 January 2018**

### **Terms of Reference**

#### **- Project Team Leader for**

**the Project: Triple P Tourism in SEE: Promotion, Policy, and Pilots -**

**Regional Cooperation Council Secretariat (RCC)**

RCC is seeking a Project Team Leader for its Triple P Tourism Project to be located in Sarajevo, Bosnia and Herzegovina within the RCC Secretariat. The terms of the contract will be determined on the basis of the applicable RCC rules and procedures.

### **Background**

Triple P Tourism Project, a three-year initiative funded by the EU, will focus on the 6 IPA II beneficiaries in the Western Balkans. The approaches to the implementation of the project will be focused on: creating a joint offer/product to foster regional integration in the tourism sector and its joint global promotion, with the goal of diversifying tourism offer of the region; alleviating policy barriers to development of tourism industry and easing of administrative procedures and improving the level of services related to tourism; and supporting small-scale infrastructure projects to support the development of regional tourism offer/product. The work will be guided by the RCC's Tourism Expert Group, comprised of relevant national stakeholders from government and private sector, but will also entail close coordination with the RCC Secretariat's Programme Department (Competitiveness), as well as relevant regional and international organizations. The aim of the Project will be to foster regional cooperation in tourism industry, leading to joint activities in promotion of the region as a sound tourist destination to the global community. This will target the increase of foreign tourists to the region, but also intra-regional tourist connectivity. Furthermore, the development of joint regional tourist offer will attempt to address some of the open questions beyond the boundaries of tourism per se, as this industry is viewed to have positive implication on tourism-related sectors, small and medium-sized enterprises, but also specific policy areas pertinent to development of tourism

sector. Furthermore, the Project will support projects on small-scale level, so as to enable smoother flow of tourists along regionally developed routes.

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; energy and infrastructure; justice and home affairs; security cooperation; building human capital, as well as cross-cutting issues such as parliamentary cooperation, civil society activities and gender mainstreaming.

The RCC is implementing the Strategy and Work Programme 2017-2019 and its biggest part, the South East Europe (SEE) 2020 Strategy, as a basic working document for the organisation until 2020.

The SEE 2020 Strategy aims at promoting creation of jobs and prosperity in a European perspective for the Western Balkans. It has five pillars, which are: Smart Growth (emphasising education, innovation, research and development, culture and creative sectors), Sustainable Growth (ensuring economic sustainability through enterprise creation and export increase, as well as energy efficiency and climate control), Inclusive Growth (supporting employment generation, social inclusion, good health and well-being), Integrated Growth (promoting closer regional integration in terms of trade and investment) and Governance for Growth (including effective public services and fight against corruption).

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.

## **Outline of the Position**

The Project Team Leader will be responsible for the overall coordination and implementation of the Triple P Tourism Project between the RCC Secretariat, national tourism industry representatives (Tourism Expert Group participants), and the European Commission,. More concretely, the Project Team Leader will run the Project by engaging the representatives of the respective governments and private sector dedicated to regional cooperation in tourism, and will support the guidance of this process through the RCC's Tourism Expert Group. The Project Team Leader will ensure the implementation of the Triple P Tourism Project priorities, by streamlining the Project with the RCC work, supporting the work of the RCC's Tourism Expert Group, drafting project progress reports, representing where needed the RCC Project Team at

international and national events, and coordinating communication among all involved stakeholders.

### **Duties and Responsibilities**

The Project Team Leader manages the RCC Triple P Tourism Action, coordinates its Project Team in implementation of work goals, and works under the direct supervision of the RCC Senior Expert on Competitiveness and the overall guidance of the RCC Head of SEE 2020 Programme Department and Secretary General

Responsibilities include, but are not limited to, the following tasks:

- Overall coordination and implementation of the objectives, activities and results of the Triple P Tourism Project, related to development of joint regional tourism product and international promotion, proposals and implementation of tourism-related policy reforms, as well as public calls, awarding and implementation of small grants for pilot project in support to the regional tourism product;
- Support RCC Tourism Expert Group (TEG) overall management of the activities and decision-making process (meetings, thematic workshops, high level conferences, and other events), including preparation of necessary materials and continuous flow of information and communication among key stakeholders;
- Coordinate communication and promotion of the Triple P Tourism Project and its deliverables (joint regional product) to the global tourist community, including organization of representation in international tourism fairs and events, local site visits by international tour operators and the media, with the goal of integrating the regional tourism offer into international tourism chains;
- Coordinate the analytical work and preparation of proposals for policy reform related to tourism and removal of barriers to development of joint regional tourism product;
- Coordinate the preparation, announcements, selection, and monitor the implementation of small-scale pilot projects in support to joint regional tourism product;
- Facilitate the engagement of relevant government officials as well as private sector through TEG;
- Support the governments in the Western Balkans in mainstreaming national activities in line with regional priorities in implementation of the Triple P Tourism Project;
- Strengthen cooperation with relevant national stakeholders from the public and private sector, as well as different international partners and stakeholders, such as the European Commission, EU-sponsored platforms, other regional and international organisations;
- Support embedding Triple P Tourism Project into the RCC Strategy and Work Programmes;
- Coordinate drafting and editing progress, monitoring and evaluation reports on the implementation of Triple P Tourism Project;

- Coordinate preparation of the Triple P Tourism Project Communication Strategy and its implementation, along with pertaining communication materials;
- Use communication as a strategic tool to promote the Triple P Tourism Project objectives;
- Represent the Triple P Tourism Project Team at conferences, fairs, events, workshops and working groups;
- Represent the Triple P Tourism Project in the media;
- Other tasks as required.

### **Key Requirements:**

- An advanced university degree (Master's degree or equivalent) in public policy, economics and social sciences, or other subject of relevance for the position;
- A minimum of 7 years of relevant professional experience, such as tourism development and promotion, with international relations and public policy aspects, preferably in an international environment and with knowledge of and experience in SEE region;
- In-depth knowledge of the tourism development and tourism-related policies in SEE, regional cooperation in thematic areas, EU enlargement, mainstreaming and budgeting policies, as well as professional experience in project management;
- Excellent analytical and organisational skills demonstrable through previous work;
- Proven experience in tourism promotion, policy research, and development;
- Demonstrated commitment to tourism development and promotion;
- Fluency in oral and written English. Knowledge of SEE languages language will be an asset;
- Excellent communication skills;
- Advanced computer skills (MS Office and internet software);
- Multitasking abilities and ability to travel and work under pressure;
- Capacity to work independently, as well as in a multinational team.

### **Location / Contract**

The holder of the position will be based in Sarajevo, Bosnia and Herzegovina, within the RCC Secretariat. Initial contract is concluded for one (1) year period with the trial period of three (3) months and possibility of extension upon completion of performance review.

### **Application Rules**

Qualified candidates are invited to send their cover letter and CV (both in English) by **25 of January 2018** by 17:00 Central European Time via e-mail to **jobs@rcc.int**

The vacancy in question is to be filled subject to the availability of funding.

Only shortlisted candidates will be contacted.

Selection process is based on a written test and competency-based interview.

The candidate should be national of a participant of RCC Board from South East Europe.

The RCC is an equal opportunities employer.