



**Vacancy Number: 05-2020**  
**Type of Appointment: Fixed-term**  
**Location: Sarajevo, Bosnia and Herzegovina**  
**Vacancy issued: 02 March 2020**  
**Deadline for application: 30 March 2020**

**On behalf of Integrative Internal Security Governance (IISG) the RCC is announcing  
vacancy for the Head of the IISG Secretariat**

### **Terms of Reference**

#### **Background**

##### Integrative Internal Security Governance in the Western Balkans

The Integrative Internal Security Governance (IISG) in the Western Balkans is a coordination platform bringing together Western Balkan partners, relevant international partners, EU actors and EU Member States in the areas of counterterrorism and preventing violent extremism (P/CVE) serious organised crime and border security, in line with the EU perspective for the region.

The objective of the IISG is to improve collective efficiency by mapping needs and coordinating responses concerning security threats in the Western Balkan region. The results to be achieved by the IISG are: identification of security needs and responses in the Western Balkans; increased coordination of IISG Members; high visibility of achievements among stakeholders and the wider public. The work of the IISG is conducted at strategic and technical levels within the respective IISG structures – IISG Board, IISG Support Group and IISG Secretariat.

The IISG is organised in the following three thematic pillars: The WBCTi (“Western Balkans Counter-Terrorism Initiative”): actions related to counter-terrorism and preventing and countering violent extremism; The WBCSCi (“Western Balkans Counter Serious Crime Initiative”): actions related to fighting serious organised crime; The WBBSi (“Western Balkans Border Security Initiative”): actions related to border security.

The core tasks of IISG are to: map the security needs in the Western Balkans region in the areas of counter-terrorism, organised crime and border security; map ongoing projects, activities, initiatives (“actions”) conducted, in the first place, by IISG members from a regional perspective

(“responses”). On this basis develop and disseminate to the relevant stakeholders a comprehensive and regularly updated overview; analyse whether the needs are adequately addressed, to prevent duplications and gaps in responses, and to suggest and facilitate potential synergies; collect and communicate achievements in order to ensure their visibility.

The IISG should aim at being systematically inclusive, flexible and results-oriented in its work. Its activities are to be consistent with and in support of relevant EU policy.

### The IISG Secretariat

The IISG Secretariat, which does not have legal personality, as of 1 April 2020, is hosted by the RCC. The IISG Secretariat is a technical body, offering expertise and supporting the Western Balkan Partners in the implementation of the 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 Secretariat performs the following technical tasks:

- Receive and request information from IISG members on their ongoing and planned actions in the Western Balkan region;
- Analyse the information received, identify gaps, duplications and potential for improvements in the coordination of activities, and inform accordingly IISG members;
- Establish and maintain 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;
- Update the non-restricted sections of the IISG Website with information relevant to stakeholders and the public;
- Facilitate and organise meetings of the Board and the Support Group, take minutes of the meetings and prepare the conclusions;
- Prepare, with inputs provided by of the Support Group, the “Biennial Needs Mapping” and the “Annual Response Mapping”;
- Establish, 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;
- Support periodical independent evaluations of the IISG activities, as appropriate.

### The 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.

The RCC is implementing the Strategy and Work Programme 2020 – 2022, finishing implementation of the South East Europe 2020 Strategy, and is getting ready to embark on strategy 2030 aimed at promoting economic stability, security and prosperity in a European perspective for the Western Balkans. 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 Administrative Department.

### **Tasks and Responsibilities**

The Head of Secretariat coordinates other experts and other staff working in the IISG Secretariat and is responsible for the management and implementation of its tasks. The Head of Secretariat is responsible for the preparation of Secretariat's reports and other documents for the IISG Board. The Head of the IISG Secretariat is officially appointed by the IISG Board, upon a joint proposal from the European Commission and the hosting entity, for a two-year mandate which can be renewed.

The Head of Secretariat supports the delivery of the programme and is responsible for the execution of the tasks of the IISG Secretariat. He/She coordinates the working processes and resources of the IISG Secretariat, and ensures the delivery of IISG products in an efficient and coordinated manner. He/She is in charge of the communication with all IISG Members and other relevant stakeholders. He/She represents the IISG Secretariat and the IISG process externally and in international events and conferences. He/she may appoint another member of staff as his/her replacement in case of necessity/ absence. He/She is responsible for the implementation and further development of the IISG working methodology, providing useful guidance to the IISG working processes, managing third party contributions to the programme, and for the preparation of IISG outputs in all fields of IISG scope of action conducted by the IISG Secretariat and in cooperation with other appointed stakeholders. The Head of Secretariat also supervises the tasks of external visibility, promotion and outreach.

### **Key Requirements**

Suitable candidates will fulfil the following key requirements:

- Advanced University degree in a field of relevance for the position (master degree or equivalent in security studies, European studies);

- A minimum of 7 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 South East Europe 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 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; to conduct problem-solving, and to plan an efficient division of tasks;
- Ability to guide the processes of preparing need 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 maximize the use of available expertise and international resources at project level;
- Strong ability to independently produce written analytical products and other texts in the 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 negotiation with third parties;
- Demonstrated managing skills.

## Application Rules:

- Qualified candidates are invited to send Europass CV and a Letter of Motivation of up to 500 words in the English language by 30 March 2020 by 17:00 hrs via e-mail to [jobs@rcc.int](mailto:jobs@rcc.int)
  - The Motivation Letter should enhance the candidate's resume, summarizing the candidate's most relevant qualifications and skills, and indicating why they are interested in the position (max. length 500 words).
  - briefing note, a media release or other communication material - as an explanation for the sample of work
- 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 the Western Balkans:
- Albania, Bosnia and Herzegovina, Kosovo\*1, Montenegro, North Macedonia, Serbia,

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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.