



**Vacancy Number: 014-020**  
**Category: Project Staff**  
**Type of Appointment: Fixed-term**  
**Department: Programme Department**  
**Vacancy issued: 25 September 2020**  
**Deadline for application: 25 October 2020**

**Terms of Reference for Team Leader for the Employment and Social Affairs Platform 2 of the Regional Cooperation Council Secretariat (RCC)**

## **BACKGROUND**

The Employment and Social Affairs Platform 2 (ESAP 2) is a regional project financed by the European Commission and jointly implemented by the Regional Cooperation Council (RCC) and the International Labour Organisation (ILO) in the 6 Western Balkan economies: Albania, Bosnia and Herzegovina, Kosovo\*<sup>1</sup>, Montenegro, Republic of North Macedonia and Serbia. The project aims to strengthen regional cooperation and institutional capacities of national administrations, enabling them to develop and effectively implement labour market and social policy reforms in their EU enlargement process.

The RCC will implement three thematic components of ESAP 2:

- Informal Employment and Undeclared Work – jointly with ILO
- Employment Policies and Measures
- Western Balkans Engagement in EU Employment and Social Policies

The **Informal Employment and Undeclared Work** component will support improved policies for tackling undeclared work through enhanced cooperation and operationalisation at central level of a holistic/strategic compliance approach, generate evidence on what works with regard to transition to formality in the region, and improve capacities to produce more reliable data on the multiple facets of informality.

The **Employment Policies and Measures** component will support strengthening institutional capacities of Ministries of Labour and Social Affairs and Public Employment Services in

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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.

developing, monitoring and evaluating priority labour market policies and measures including measures outlined in Economic Reform Programmes.

**The Western Balkans engagement in EU Employment and Social Policies** component will increase the exposure of Western Balkan officials from Ministries of Labour and Public Employment Services to EU-wide networks and processes, including the EU Public Employment Service network through benchlearning, and support peer learning in the process of alignment with the EU acquis and the implementation of the European Pillar of Social Rights.

### **Outline of the Position**

To ensure smooth implementation under the ESAP 2 project, RCC is recruiting an experienced Team Leader. The ESAP 2 Team Leader will be directly responsible for planning, implementation, tracking and reporting of ESAP 2 project, as well as for ensuring that the project deliverables are delivered on time, within budget, in line with the RCC and EC Rules and Regulations and at the required level of quality.

The Team Leader will perform a wide range of duties including the following:

1. Plan the ESAP 2 project: Create and regularly update a detailed work plan in line with the project documentation which identifies and sequences the activities needed to successfully complete the project;
2. Implement and execute the project according to the project plan;
3. Ensure that the project deliverables are on time, within budget and at the required level of quality;
4. Manage project staff and/or other team members according to the established policies and practices of RCC;
5. Liaise with the national authorities, relevant EU institutions, ILO and other relevant regional and international partners to ensure coordinated implementation of the activities with actors involved;
6. Monitor the project progress and make adjustments as necessary to ensure successful completion of the project;
7. Prepare financial and narrative reports and supporting documentation for funders as outlined in funding agreements and in line with the RCC and EC Rules and Regulations.

The ESAP 2 Team Leader will be based in Sarajevo, but will be required to undertake field trips related to the implementation of project activities.

## **Reporting**

The ESAP 2 Team Leader will directly report to the RCC Senior Adviser and RCC Head of Programme Department.

## **Main Responsibilities**

The ESAP 2 Team Leader will be responsible for the overall planning, implementation, tracking and reporting of ESAP 2 project, as well as for ensuring that the project deliverables are delivered on time, within budget, in line with the RCC and EC Rules and Regulations and at the required level of quality. Specific duties and responsibilities will include, but not be limited to:

1. Planning the ESAP 2 project: Creating and regularly updating a detailed work plan in line with the project documentation which identifies and sequences the activities needed to successfully complete the project
  - Create and regularly review and update detailed work plan which identifies and sequences the activities needed to successfully complete the project
  - Regularly review the project work plan with the RCC Senior Adviser and all other relevant stakeholders that will be affected by the project activities, revise the work plan as required to fit the needs of the project beneficiaries
  - Determine and mobilise the resources (time, money, equipment, etc.) required to complete the project
  - Develop a schedule for project completion that effectively allocates the resources to the activities
  - Determine the objectives and measures upon which the project will be evaluated at its completion.
2. Implementing and executing the project according to the project plan; ensuring that the project deliverables are on time, within budget and at the required level of quality
  - Monitor the progress of the project and implementation of all activities, make adjustments as necessary to ensure successful completion of the project
  - Establish communication channels and a schedule to regularly update stakeholders, including appropriate staff in the organisation, on the progress of the project
  - Review the quality of work completed with the project team on a regular basis to ensure that it meets the project standards.
3. Managing project staff and/or other team members according to the established policies and practices of the RCC
  - Manage project staff, consultants and other team members according to the established policies and practices of the organisation

- Contract highly qualified consultants to work on the project as appropriate and in line with the RCC and EC rules and procedures
  - Ensure that personnel files are properly maintained in line with the RCC and EC rules and procedures
  - Ensure that all project personnel and consultants receive an appropriate orientation to the organisation and the ESAP 2 project objectives and its implementation.
4. Ensuring that all project personnel and consultants have appropriate guidance to liaising with the national authorities, relevant EU institutions, ILO and other relevant regional and international partners to ensure coordinated implementation of the activities with actors involved
- Establish and maintain close working relationships with all relevant partners
  - Work on the RCC relations with the national authorities and regional partners and other stakeholders, ensuring full understanding, cooperation and a perfect fit of the activities with the key needs of the RCC participants
  - Ensure full understanding, cooperation and, wherever possible, synergy of the activities with other efforts of regional and international organisations in the area.
5. Monitoring the project progress and making adjustments as necessary to ensure successful completion of the project
- Monitor all project funds according to the established accounting policies and rules in line with the RCC and EU rules and procedures
  - Monitor and approve all budgeted project expenditures
  - Monitor cash flow projections and report actual cash flow and variance to the RCC financial and administrative management on a regular basis (4 times a year).
6. Preparing financial and narrative reports and supporting documentation for funders as outlined in funding agreements and in line with the RCC and EC Rules and Regulations
- Prepare project reports for the management and funders
  - Prepare financial reports and supporting documentation for funders as outlined in funding agreements.

The ESAP 2 Team Leader will undertake other tasks as directed by the Senior Adviser and by the Head of Programme Department.

## **Competencies**

### **a. Functional Competencies:**

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

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

Job Knowledge/Technical Expertise: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of 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 regional 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

- Represents the RCC at relevant meetings and conferences
- Prepares briefing documents for the RCC Secretary General, RCC Deputy Secretary General 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.

**b. Core Competencies:**

- Demonstrate/safeguard ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Treat all people fairly without favouritism
- Self-development, initiative-taking
- Act as a team player and facilitate team work
- Facilitate and encourage open communication in the team, communicate effectively
- Create synergies through self-control
- Manage conflicts
- Learn and share knowledge and encourage 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 economics, political science, social sciences, or other subject of relevance for the position;
- Knowledge and experience in managing all stages of project cycles, including financial management of the project;
- In-depth knowledge of SEE region, experience of regional cooperation in the SEE in thematic areas of ESAP 2 project (employment, human capital development), EU enlargement and other relevant policies;
- A minimum of 5 years of professional experience in management and implementation of projects, preferably in an international environment and with knowledge and experience in SEE;
- Previous experience in managing at least one nationally and/or regionally executed project funded by the European Commission;
- Fluency in oral and written English and computer literacy; knowledge of other SEE languages and other EU languages will be considered an asset;
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset;

- Sufficient knowledge of SEE and consolidated experience in regional cooperation;
- Strong analytical and financial skills demonstrable through previous work;
- Able to work both independently and as part of a team in a multicultural environment;
- Possess high inter-personal skills and ability to work under pressure and meet tight deadlines;
- Be able to handle managerial tasks according to the RCC internal rules and regulations;
- 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.

### **Application Rules**

Qualified candidates are invited to send their cover letter and CV (both in English) by **25 October 2020** by 24:00 Central European Time via e-mail to **jobs@rcc.int**

Only shortlisted candidates will be contacted.

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.

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