



**Vacancy Number: 05/017**

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

**- Regional Cooperation Council Secretariat (RCC)**

RCC is seeking a Project Assistant for its Triple P Tourism Project Action Team 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 Assistant supports the Project Team in the technical implementation of the initiative, daily administrative and organisational tasks, including preparatory accounting.

## **Duties and Responsibilities**

The Project Assistant supports the Triple P Tourism Project Team in the technical implementation of the initiative, daily administrative and organisational tasks, including preparatory accounting. The Project Assistant implements the Triple P Tourism Project technical/logistical management, reporting and monitoring system and administrative policies and regulations. The Project Assistant works as part of the Action Team in daily cooperation with the Key Project Experts and under the direct supervision of the Project Team Leader.

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

- Maintain the relevant administrative system of the Project;
- Support experts in their travel management, according to the RCC rules and procedures and the overall planning/agenda, in cooperation with the Key Project Experts/Officers and under supervision of the Project Team Leader;
- Ensure the correct and timely logistical preparation of the activities implemented by the Project Team and assist them in preparation and conducting the financial and accounting reporting;
- Facilitate the preparation of internal and external meetings and conferences in cooperation with Key Project Experts/Officers and under the supervision of the Project Team Leader
- Liaise with the RCC Administration Department for purchase and finance related matters, whenever needed;
- Follow up on all administrative correspondence in coordination with the Key Project Experts/Officers and the Project Team Leader;
- Provide logistical and back-up support to the Key Project Experts/Officers and the Team Leader;
- Assume other tasks as directed by the Project Team Leader.

## **Qualifications**

- University degree of relevance for the position or equivalent;
- Computer skills: proficiency in Microsoft Office;
- Minimum 3 years of experience in similar jobs;
- Administrative and basic accounting skills;
- Clear communication skills in a multicultural team;
- Excellent organisational and management skills;

- Be able to handle own administrative tasks according to the RCC internal rules and regulations;
- Excellent knowledge of English language;
- Good understanding of local and international environment.

### **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.