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Category: RCC Official

Type of Appointment: Fixed-term employment contract

Department: Programme Department

Location: Sarajevo

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**Terms of Reference for Expert on Human Capital Development of the Regional
Cooperation Council (RCC)
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) 2030 Strategy, as its integral part and a principal working document until 2030. At the Sofia Summit of the Berlin process (10th November 2020), WB6 leaders endorsed the *Common Regional Market (CRM) Action Plan (AP) 2021-2024*, prepared and coordinated by RCC with Mobility of People, Education and Research & Innovation Policy being addressed under the *Free Movement of People and Research and Innovation Area* of CRM.

The CRM agenda will remain the main socio-economic transformative tool for the region in the upcoming four years. The implementation results across the above-mentioned areas will directly impact the work and strategic framework of SEE2030 Strategy. That being said, the emphasis of SEE2030 Strategy is on reaching regionally sustainable economic growth to reduce poverty and inequalities, empowering women, improving social inclusion, decelerating depopulation of the region through enhancing the quality of life for its citizens and accelerating the green and digital transition without disrupting competitiveness and private sector development through genuinely regionally owned political process.

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 stakeholders, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

Outline of the position

The Human Capital Development Expert implements and supports the work of RCC pertaining primarily to free movement of people, education and research & innovation policies by providing analytical and technical inputs on strategic documents for development of RCC's long-term strategies and annual work programmes. He/she coordinates and supports the work pertaining to free movement of people, education and research & innovation, including healthcare and gender aspects by implementing the RCC policy interventions and activities, and coordinating and monitoring their implementation. Furthermore, the Human Capital

Development Expert also directs the operational plans in some of the above mentioned policy areas. In addition, the Human Capital Development Expert will need to follow and support the activities of RCC in other policy areas under the Human Capital Development, namely youth, women and employment policies.

The Human Capital Development Expert will be directly responsible for:

- (1) Supporting development of strategic long-term approach to RCC's work pertaining to free movement of people, education, and research and innovation in line with the RCC mission and broad aims and goals set out in CRM; supporting strategic development of the Human Capital Development portfolio of RCC in line with the RCC triannual Strategy and Work Programme;
- (2) Implementation and operationalisation of RCC policy interventions and activities by providing analytical and technical inputs in line with the RCC's long-term strategic approach to free movement of people agenda within the contexts of CRM, further removal of barriers within the region and of the European Union with the region;
- (3) Coordination and implementation of operational plans on free movement of people agenda, education and research & innovation policy areas;
- (4) Supporting establishment, guidance and facilitation of RCC's regional platforms in the areas of free movement of people, education and quality assurance, including healthcare and gender aspects, as required by strategic documents and operational and implementation plans;
- (5) Liaising with national authorities, European Commission, particularly relevant line Directorates-General (DGs), and other relevant national, regional and international partners to ensure coordinated implementation of the activities with stakeholders involved;
- (6) Supporting planning, coordination and implementation of activities related to youth, women and employment policies, and other policy areas relevant to the Human Capital Development portfolio of RCC;
- (7) Participating in regular and on-going processes of programming, monitoring and reporting on RCC activities.

The Human Capital Development Expert works in the Programme Department of the RCC Secretariat in Sarajevo.

Reporting

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

The Senior Human Capital Development Expert and Human Capital Development Experts propose specific division of responsibilities for implementation of the operational and implementation plans in particular policy areas under the Human Capital Development portfolio. The Senior Human Capital Development Expert and Human Capital Development Experts coordinate and exchange information on regular basis to ensure consistent long-term approach to RCC's work and successful implementation of operational and implementation plans in all policy areas covered by the Human Capital Development portfolio.

He/she coordinates with other Senior Experts and Experts in the Programme Department to ensure common strategic direction and cooperation framework of RCC and consistency of the programming process, as well as development of cross-policy approaches followed by operational and implementation plans in areas where cross-policy approach brings most benefits.

Duties and Responsibilities

Summary of key functions:

1. Supporting development of strategic long-term approach to RCC's work pertaining to free movement of people, education and research in line with the RCC mission:
 - Provides analytical and technical inputs to the long-term approach to RCC's work pertaining to free movement of people, education and research & innovation in line with the RCC mission and broad aims and goals set out in the RCC's Strategy and Work Programme;
 - Supports coordination and implementation of operational plans to education and research policies, as well as direct implementation of plans in some of the above mentioned policy areas;
 - Provides review, analysis and recommendations regarding current regional and EU trends in the area of education and research & innovation either for information or for action.
2. Implementation and operationalisation of RCC policy interventions and activities by providing analytical and technical inputs in line with the RCC's long-term strategic approach to mobility of people:
 - Leads implementation of free movement of people agenda within the context of CRM and provides technical expertise on further removal of barriers within the region and of the European Union with the region;
 - Provides input, analysis and recommendations on operational and implementation plans for the RCC policy interventions and activities in the area of free movement of people, removal of barriers related to academic and professional qualifications;
 - Prepares and attends meetings on behalf of RCC and follows up on the agreed actions.
3. Coordination and implementation of operational plans to education and research & innovation as well as direct implementation of plans in some of the above mentioned policy areas:
 - Coordinates and supports implementation of operational plans in the areas of free movement of people, education and research & innovation policies;
 - Implements operational plans in some of the policy areas in line with the division of responsibilities between the Senior Human Capital Development Expert and Human Capital Development Experts;
 - Supports budget execution of activities in the areas of education and research & innovation in line with the RCC financial procedures and regulations.
4. Supporting establishment, guidance and facilitation of RCC's regional platforms in the areas of education and research & innovation, and development as required by strategic documents, and operational and implementation plans:
 - Supports establishment of relevant regional platforms and technical/working structures to execute the activities in the areas of free movement of people, education, quality assurance, etc.;
 - Coordinates closely activities with relevant national, regional and international partners, including the European Commission structures and line DGs that may be active in the respective areas.
5. Liaising with national authorities, Regional Dimension Coordinators and other relevant partners to ensure coordinated implementation of the activities with stakeholders involved:
 - Maintains close and constructive working relationships with all relevant partners;
 - Supports RCC's 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 RCC participants;
 - Ensures full understanding, cooperation and, wherever possible, synergy of the activities with other efforts of regional and international organisations, including the European Commission structures and line DGs in the relevant policy area.

6. Participating in the process of programming, monitoring and reporting of activities:
 - Prepares 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;
 - Monitors regularly and ensures timely and adequate implementation of action plans; prepares programme progress reports for approval of the RCC Board, donors and other stakeholders.
7. Supporting planning, coordination and implementation of activities related to youth, women and employment policies, and other policy areas relevant to the Human Capital Development portfolio of RCC:
 - Supports planning and coordination of activities in other policy areas relevant to the Human Capital Development portfolio of RCC;
 - Supports implementation and implements independently parts of the operational plans and activities in other policy areas relevant to the Human Capital Development portfolio of RCC;
 - Supports strategic development of Human Capital Development portfolio of RCC.
8. General representation: Representing the RCC and other tasks:
 - Represents the RCC at relevant meetings and conferences;
 - Prepares briefing documents for 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;
 - Assumes other related tasks within their competence, as directed by the RCC Secretary General or Deputy Secretary General.

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 analyses

- 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

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

Promoting Organisational Learning and Knowledge Sharing: Basic research and analysis

- 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

Regional Leadership and Advocacy for RCC's Goals: Preparing information for global 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

- Ability to communicate key messages in a manner appropriate for different audiences and occasions
- Able to provide appropriate supporting materials, including visual aids and powerpoint presentations, adjusted to the needs of different audiences and occasions

b. Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrating corporate knowledge and sound judgment
- Treating 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
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encouraging 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 political science, social sciences, humanities, economics, law, science, technology or other subject of relevance for the position;
- A minimum of 7 years of professional experience in education and/or research & innovation policy development in SEE region; experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset;
- In-depth knowledge of SEE region and experience of regional cooperation in the SEE in education and/or research & innovation policy, EU enlargement and other relevant policies;
- Knowledge of and experience in managing all stages of project cycles, from outlining the concept to project implementation and monitoring will be considered an asset;

- Experience in reporting is required; proven record in writing and editing analytical work (reports, publications, articles) and experience in collecting, interpreting and analysing quantitative and qualitative data will be considered an advantage;
- Excellent communication skills; proven fluency in oral and written English; the candidate will be expected to speak at conferences and meetings organised by the RCC or when invited to represent the RCC; knowledge of SEE languages and other EU languages will be considered an asset;
- Ability to work both independently and as part of a team in a multicultural environment is essential;
- 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.

Candidate 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 motivation letter, CV highlighting relevant experience and three references **by 15:00 Central European Time on 16 February 2024 via e-mail to jobs@rcc.int**. Only shortlisted candidates will be contacted. Selection process is based on a written test and a competency-based interview.

The RCC is an equal opportunity employer.

RCC employees and partners participating in any programme or activity conducted or funded by RCC are prohibited from discriminating based on race, religion, political beliefs, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin.