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**Category: RCC Official**

**Category: Fixed-term employment contract**

**Department: Programme Department**

**Location: Sarajevo**

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**Deadline for application: 25 July 2024**

### **Terms of Reference for Senior Expert on Digital Connectivity of the RCC**

#### **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. By drawing on the EU recovery efforts and building on EU four freedoms approach, CRM targets key areas: i) Regional trade area: Free movement of goods, services, capital and people; ii) Regional investment area; iii) Regional digital area; and iv) Regional industrial and innovation area. The CRM agenda will remain the main socio-economic transformative tool for the region in the upcoming four years.

The implementation results across above-mentioned areas will directly impact the work and strategic framework of SEE 2030 Strategy. The emphasis on the SEE 2030 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

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

#### **Outline of the Position**

RCC is looking for a candidate with a strong background in ICT, engineering, economics and public policy to join its team in Sarajevo, Bosnia and Herzegovina. The Senior Expert on connectivity will

entrusted to contribute to the work pertaining digital transformation agenda for the Western Balkans in the context of CRM and Digital Agenda for the Western Balkans (DAWB).

The Senior Expert will work under the direct supervision of the Head of Programme Department and under the overall guidance of the Secretary General.

More specifically, the Senior Expert will be responsible for the design, coordination and implementation of the Digital Integration activities, namely:

- (1) Designing, implementation and oversight of the digital integration related regional cooperation activities for Western Balkan, with a particular focus on regional digital connectivity; regional spectrum and roaming policies; cyber security, digital economy and society, digital skills and digitization and uptake of smart technologies;
- (2) Liaising with the main national, regional and international partners involved in digital integration and ICT policy development, as well as policy coordination in the area of telecommunications markets in SEE;
- (3) Participating in RCC's on-going process of programming, monitoring and reporting of activities.

### **Duties and Responsibilities**

1. Design, implement, coordinate, monitor RCC's interventions in area of digital integration, oversee the implementation of the operational and implementation plans for the Digital Agenda for WB and contribute to the implementation of regional cooperation activities in other areas relevant for digital integration:
  - Develop the long-term approach to RCC's work pertaining to digital agenda as part of CRM, in line with the RCC mission and broad aims and goals set out in the SEE 2030 Strategy;
  - Support to structure the RCC policy interventions and activities in the areas of digital integration, with a particular focus on regional connectivity; regional spectrum and roaming policies; cyber security, trust services and data protection; digital economy and digital skills and digitization and uptake of smart technologies in WB in line with the long term strategic approach;
  - Coordinate and oversee the implementation of the operational and implementation plans in the area of digital integration as part of CRM as well as the Digital Agenda for the Western Balkans;
  - Design operational plans to implement digital agenda for WB (i.e. lowering roaming charges, connectivity, cybersecurity, trust and digitisation of industries, and digital economy and society) in line with the RCC mission and broad aims and goals set out in the SEE 2020 Strategy and CRM;
  - Ensure implementation of the RCC's digital integration activities in line with the division of responsibilities between the Senior Expert on Economic and Digital Connectivity and Expert on Connectivity;
  - Manage, coordinate and organize regional meetings, activities and initiatives, pertaining primarily to Digital Agenda and digital connectivity;
  - Provide written inputs and advice for the preparation of RCC strategic documents in the area of digital integration and connectivity;
  - Prepare and execute budgets for the RCC policy interventions and activities in the areas of digital integration and ensure the budget execution of the activities in the areas of digital integration
2. Coordination of activities:
  - Coordinate the effective direction and integrated management of the Secretariat's activities and the work programme of the Secretariat in relation to CRM, in line with the strategic vision and guidance of the Secretary General.

- Provide liaison between departments on SEE 2030 CRM; to ensure coordination of policy and implementation among the various components of the Secretariat in relation to SEE 2030.
  - Oversee the implementation of the sectorial components within the RCC Strategy and Work Programme and contribute substantially to the development of the Secretariat's strategic documents as required.
  - Coordinate, within the Programme Department, the process of preparing progress and narrative reports on the activities of the RCC and its Secretariat as part of the RCC Secretary General's reporting commitments to donors/stakeholders of the RCC.
  - Support the Secretary General and the senior management team in strategic planning and coordination of substantive and managerial objectives.
3. Results-Based Programme Development and Management:
- Researches linkages across programme activities to identify critical points of integration
  - Monitors specific stages of programme implementation
4. Regional Leadership and Advocacy for RCC's Goals:
- 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
5. General representation:
- Ability to communicate key messages in a manner appropriate for different audiences and occasions.
  - Able to provide appropriate supporting materials, including visual aids and power point presentations, adjusted to the needs of different audiences and occasions.
  - Assume other related tasks within their competence, as directed by the RCC Secretary General or Deputy Secretary General.

**Key Requirements:**

- A Master's degree or equivalent in economics, ICT, engineering and public policy or other subject of relevance for the position is a requirement.
- In-depth knowledge of SEE region, experience of regional cooperation in the SEE in thematic areas of RCC activities, EU enlargement and other relevant policies;
- A minimum of 7 years of professional experience in policy development and analysis in international economics, or a related area, preferably in an international setting;
- Experience in collecting, interpreting and analysing quantitative and qualitative data. Strong quantitative skills will be an asset;
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset;
- Knowledge and experience in managing all stages of project cycle;
- Strong analytical and decision-making skills, demonstrable through previous work;
- Experience with government relations in a multilateral environment;
- Able to work both independently and as part of a team in a multicultural environment;
- Fluency in oral and written English; knowledge of SEE languages and/or other EU languages is an asset;
- Excellent communication skills.

- Fully computer literate.

### **Location / Contract**

The holder of the position will be based in the RCC Secretariat in Sarajevo. The expert could expect that up to 30% of their 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.

The expert will receive an initial one-year employment contract with trial period of six months and possibility of extension after a performance review.

### **Application Rules**

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references by 24:00 Central European Time on 25 July 2024 via e-mail to [jobs@rcc.int](mailto: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.