



Reference Number: 007-022

Category: Intern

Type of Appointment: Short-term internship (To start on/around: early October 2022, or later date, for a period of up to December 2022 with the possibility for further extension based on the availability of budget)

Department: Political Department

Published: 9 September 2022

Deadline for application: 23 September 2022

Terms of Reference

Internship with the Political Department of the Regional Cooperation Council for the South East Europe 2030 Strategy

Reference number:

BACKGROUND

The Regional Cooperation Council (RCC - <https://www.rcc.int/>) was established in 2008 as a regionally owned and led framework. It works under the political guidance of the South East European Cooperation Process (SEECP) to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE).

The South East Europe (SEE) 2030 Strategy is a joint call for action by all 13 South East European Cooperation Process (SEECP) economies, adopted by the SEE leaders at the SEECP Summit held in June 2021 in Antalya.

SEE 2030 Strategy seeks to promote and advance the implementation of United Nations Sustainable Development Goals (UN SDGs) within the SEE region across the three dimensions of sustainable development:

- Prosperity
- People
- Peace and Partnerships

The objective of the Strategy is to reach regionally sustainable economic growth, reduce poverty and inequality, improve social inclusion, empower women, decelerate depopulation, enhance the overall quality of life for citizens and accelerate the green and digital transition, without disrupting competitiveness and private sector development.

Guided by the principles of all-inclusiveness, green and digital transformation, the SEE 2030 Strategy is fully in line with global development trajectories and European Union (EU) priorities, thereby also serving to promote Euro-Atlantic integration. Furthermore, it will complement the recovery of the region after the COVID-19 pandemic and help strengthen the resilience of societies to external shocks and challenges.

The core principle of action in this Strategy is to support designing regional policies for the whole of society and to prioritise activities to leave no one behind.

Adopting the SEE 2030 Strategy at the highest political level in SEE, the thirteen SEE economies undertook the commitment to reach 45 different socio-economic targets in line with the UN SDGs and 2030 Agenda.

Political Background

At the SEECP Summit in 2019, the leaders of SEECP participants tasked the RCC to prepare a long-term strategy for SEE, building on the successes and lessons learned from the previous SEE 2020 Strategy and based on the UN SDGs. The RCC developed the SEE 2030 through a highly collaborative process to ensure maximum regional ownership, with inputs from public authorities, civil society, public sector, think tanks and academia of all thirteen SEECP participants. The involvement of multiple regional and international organisations and of international financial institutions in the preparation of the document provided a high level of synergy which will be carried on throughout the different implementation stages.

DESCRIPTION OF RESPONSIBILITIES

Under the overall supervision of the SEE 2030 Coordinator, the intern will provide support for activities in relation to SEE 2030 Strategy, depending on his/her skills. Given the wide variety of policy areas that the SEE 2030 Strategy covers, the intern will be involved in each of the three cycles and be able to familiarise with different topics and assist SEE 2030 team in numerous daily tasks (please see below under **Tasks**).

Should an intern during his/her application process due to his/her set of skills express a desire to work on a particular agenda, RCC will duly consider that option as well.

Tasks

- Assist the SEE 2030 team in compiling, analysing and reporting project proposals received based on the programming guidelines adopted by the SEE 2030 Monitoring Committee, etc.
- Assist in preparing the written materials including presentations, charts or any other types of written materials regarding the programming cycle of SEE 2030 and the meetings which RCC will organise with SEE participants, SEECP donors and other European and international donors.
- Assist in collecting, processing, and displaying statistical data related to quantitative and qualitative monitoring of the SEE 2030 Strategy based on the indicators of achievement adopted under the Strategy.
- Assist in drafting any types of reports or written materials which are foreseen by the SEE 2030 Strategy.
- Conduct analysis of international reports/analysis/papers on the UN 2030 Agenda, and Sustainable Development Goals in SEE and RCC-related topics, and collect secondary data that would support SEE 2030.
- Assist in the formulation of daily correspondence between RCC and external stakeholders.
- Contribute to quarterly and annual summary/administrative reports on SEE 2030 which RCC prepares for external purposes.
- Participate in and take minutes at RCC meetings with different partners and stakeholders.

- Assist in preparing the materials for meetings/conferences/events that RCC organises in online/hybrid/face-to-face format.

NB. RCC reserves the right to task Intern with any other reasonable duties from time to time, mainly depending on the current needs of Political Department.

WORKING CONDITIONS

The internship is normally full-time and office-based. Given the Covid-19 context, the internship could temporarily be home-based. The actual schedule and tasks, requiring physical presence in RCC office, will be agreed with the supervisor, SEE 2030 Coordinator.

RCC will offer a lump sum amount of monthly internship allowance of **1,055 EUR**. No other payment is foreseen to compensate the internship except per diems and travel costs for the intern’s travels to SEECF participants required by the RCC to attend any meetings organised in the context of SEE 2030 Strategy.

The Intern will report to the SEE 2030 Coordinator and to particular RCC expert(s), depending on the portfolio assigned.

BENEFITS FOR INTERN

1. Gain valuable work experience in regional environment

The intern will gain valuable experience in data and information collection, management and analysis at a regional inter-governmental organisation in South East Europe.

2. Develop new skills and refine others

Under the guidance of RCC Political Department staff, the intern will set learning objectives, receive feedback, and strengthen existing and develop new skill sets for data collection, organisation and analysis.

3. Strengthen future employability

The internship will expose the intern to a professional work environment. This experience at RCC can positively affect the intern’s future employability.

PROFILE AND COMPETENCIES

<p>Education:</p>	<ul style="list-style-type: none"> ▪ Recently completed Master’s Degree in Economics, International Relations, Law, Political Science, Statistics or any other field relevant to the UN Sustainable Development Goals. The applicants with a Master’s degree in engineering or math will also be considered. ▪ The applicants who have ongoing PhD studies or having a status of PhD candidate will be preferred.
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<p>Experience and skills:</p>	<ul style="list-style-type: none"> ▪ Familiarity, demonstrable experience and interest in working with policy analysis in the field of UN 2030 Agenda and Sustainable Development Goals, project management, politics, economics, regional cooperation or any other related field that SEE 2030 Strategy deals with; ▪ Proven experience in monitoring multi-annual projects on sustainable development based on the global indicators of UN 2030 Agenda is considered an advantage; ▪ Proven experience in involvement in the preparation of voluntary national reviews of any SEECF participants is considered an advantage; ▪ Excellent English writing skills;
<p>Language and IT requirements:</p>	<ul style="list-style-type: none"> ▪ Fluency in English, as the official language of the RCC; and ▪ Proven knowledge of MS Office or similar IT tools particularly managing and processing quantitative data in spreadsheets is considered a plus.

APPLICATION RULES

Qualified applicants are invited to send their motivation letter, CV highlighting profile and competencies and at least one reference letter from a current or former professor and/or internship/traineeship provider via e-mail to jobs@rcc.int by 23 September 2022.

Early applications are encouraged, as RCC will continuously evaluate received applications until the position of an intern is filled.

Interviews and testing are part of the recruitment process.

Applicants who do not comply with the aforementioned application guidelines or do not meet the essential requirements specified in this Vacancy Notice will not be considered.

The candidate should be national of the participants of the RCC Board from South East Europe: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo¹, Moldova, Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence