Vacancy Number: 008-021
Category: RCC Official
Type of Appointment: Temporary replacement from 1 September until 31 December 2019
Department: Programme Department
Location: Sarajevo, Bosnia and Herzegovina
Vacancy issued: 12 August 2019
Deadline for application: 26 August 2019

Terms of Reference for an Assistant to the Programme Department of the Regional Cooperation Council (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) 2020 Strategy, as its integral part and a principal working document until 2020. At the Trieste Summit of the Berlin process (12th July 2017) WB6 leaders endorsed the *Multi-annual Action Plan for Regional Economic Area* (hereinafter: MAP REA), prepared and coordinated by RCC.

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

The role of the Assistant will be to support the RCC's Programme Department in daily administrative and organisational matters.

Tasks and objective of the position

The assistant to the Programme Department will be working as part of the RCC Programme Department team in daily cooperation with the Executive Assistant, the Experts, the RCC Administrative Officer and under the direct supervision of the Head of the Programme Department.

- Overall contribution (but also flexible depending on the Department's needs) in providing effective and efficient support to the Programme Department team to ensure programme deliverables;
- Provide administrative support and secure flow of information among relevant stakeholders in order to enable implementation of the activities entailed by MAP REA, SEE 2020 and AWP;
- Support experts in their travel management, in line with the RCC rules and procedures and according to the overall planning/agenda, in cooperation with the Executive Assistant and the RCC Administrative Officer;
- Facilitate the preparation of internal and external meetings and conferences in cooperation with experts and liaise with the administrative unit for purchase and finance related matters, whenever needed;
- Maintain good work relations, daily contact and collaborative framework with external networks and relevant partners to ensure coordinated implementation of regional activities and full mobilisation of available resources;
- Provide support to the Public Relations team/Media Unit (including taking photos, providing logistical support to media representatives, communicating with media, providing inputs for press statements and social media);
- Maintain the Programme Department archive related to events organised and the directory;
  - Draft minutes of the meetings and administrative correspondence in coordination with the Executive Assistant, Experts and the Administrative Officer;
- Welcome visitors and facilitate in-house meetings with catering arrangements;
- Provide logistical and back-up support to the Executive Assistant;
- General representation of RCC at meetings and conferences;
- Assume other tasks as directed by the Head of the RCC Programme Department or the Chief of Staff.

Key requirements

- An academic degree of relevance for the position or equivalent;
- A minimum of 3 to 5 years of professional experience in a related area, preferably in an international environment and with knowledge and experience in SEE;
- Able to handle administrative tasks according to RCC internal rules and regulations;
- Excellent communication skills and telephone manners;
- Possess well developed organisational and event management skills;
- Ability to work both independently and as part of a team in a multicultural environment;
- Fully computer literate (including excellent knowledge of Microsoft Excel, Word, Outlook and Power Point, good command of Business Skype and excellent internet searching skills);
- Fluency in oral and written English. Knowledge of SEE languages and other EU languages will be an asset;
- Knowledge of protocol related to facilitating high-level events would be an additional asset;
- Ability to navigate relations and address content with discretion and confidentiality and impartial stance;
- Ability to work with ambiguity and resilience to possible challenges emerging from a fast growing and rapidly changing environment;

- Sensitivity and all-inclusive approach towards/when addressing culture, gender, religion and nationality related issues.

Location / Contract

The holder of the position will be based in RCC Secretariat in Sarajevo. She/he could expect that 20% of full-time would be spent on business-related travel.

Application Rules

- Qualified candidates are invited to send their cover letter and CV (both in English) by 26 August 2019 by 17:00 hrs via e-mail to jobs@rcc.int.

- Only short-listed candidates will be contacted.

- Selection process is based on a written test and competency-based interview.

- The candidate should be a national of the participants of the RCC Board from South East Europe: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo*[1], Moldova, Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

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[1] *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.