

**Vacancy Number: 011-021**

**Category: Intern**

**Type of Engagement: Short-term internship** (To start on/around: end of November 2021, or later date, for a period of up to six months).

*Note: Early applications are encouraged, as RCC will continuously evaluate received applications until the post is filled.*

**Vacancy issued: 21 October 2021**

### **Terms of Reference**

#### **Internship with the Programme Department of the Regional Cooperation Council**

**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 Programme Department of Regional Cooperation Council deals with the implementation of a handful of agendas across various sectors, including the investment and financial markets, digital agenda, green and sustainable growth, education and mobility, research and innovation, industry and women entrepreneurship and horizontal processes (monitoring, reporting and coordination). The Programme Department is responsible for external relations with RCC partners, including the European Commission, regional organisations, international donors and other potential partners. The Department is supporting the RCC Secretary General and Deputy Secretary General in their endeavours to communicate the accomplishments and results of RCC work along the above-mentioned areas. Programme Department is also overseeing the work of the RCC-led projects, namely Roma Integration project, Western Balkans Youth Lab, and Employment and Social Affairs Platform (ESAP) II.

## DESCRIPTION OF RESPONSIBILITIES

Under the overall supervision of the Senior Policy Analyst in the Programme Department, the intern will provide support to the Department activities, depending on his/her skills as well as the needs of the Programme Department at the time the intern begins to work with RCC. Given the wide variety of policy agendas that RCC Programme Department covers, the intern will be able to familiarise herself/himself with different topics and assist experts 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

- Do a background research on a number of topics relevant for RCC agendas, including in the area of environment, innovation, digital, investments and financial markets, education and mobility, industry and entrepreneurship, etc.
- Conduct analysis of international reports/analysis/papers on the RCC-related topics and collect secondary data that would support RCC agendas.
- Assist in the preparation and compilation of briefs/updates/summaries/statistics/trends regarding RCC agendas for internal and external audiences.
- Assist in the formulation of daily correspondence between RCC and external stakeholders.
- Assist in drafting the policy and brief notes, talking points for Secretary General, and internal strategic documents.
- Contribute to quarterly and annual reports RCC prepares for external purposes.
- Participate in and take minutes of 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.
- Track the latest policy developments in the Western Balkans and contribute to the policy formulation with RCC experts.

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

## WORKING CONDITIONS

The internship is normally full-time and office-based. Given the Covid-19 context, the internship can be home-based. The actual schedule and tasks, whether home-based or with physical presence in RCC office, will be agreed with the supervisor, Senior Policy Analyst.

RCC will cover the travel costs of the intern to Sarajevo, if needed, and will pay a monthly allowance commensurate to the cost of living in Sarajevo in order to cover subsistence and accommodation. In the case of home-based internships, the work will be financially compensated based on RCC standards.

The Intern will report to the Senior Policy Analyst 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 Programme 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><b>Education:</b></p>             | <ul style="list-style-type: none"> <li>▪ Recently completed MBA or Master's Degree in Economics, International Relations, Law, Politics, or Gender Studies; the applicants with a Master's degree in engineering or math will also be considered.</li> </ul>  |
| <p><b>Experience and skills:</b></p> | <ul style="list-style-type: none"> <li>▪ Familiarity, demonstrable experience and interest in working with policy analysis in the field of EU integration, project management, politics, economics, regional cooperation or any other related field that RCC Programme Department deals with.</li> <li>▪ Excellent English writing skills;</li> <li>▪ Excellent organisational skills;</li> <li>▪ Ability to be flexible and respond to changing needs;</li> <li>▪ Analytical rigour;</li> <li>▪ Maturity and ability to work and communicate effectively;</li> <li>▪ Ability to work effectively in a team.</li> </ul> |

|                               |  |
|-------------------------------|--|
| <b>Language requirements:</b> | <ul style="list-style-type: none"><li>▪ Fluency in English, as the official language of the RCC; and</li><li>▪ Knowledge of languages of the WB region is considered a plus.</li></ul> |
|-------------------------------|--|

## 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](mailto:jobs@rcc.int)

**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, Kosovo\*, Moldova, Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

---

\* 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