



**Reference Number: 08-021**

**Category: RCC WBYPL Project staff**

**Type of Appointment: Fixed-term**

**Project: Western Balkans Youth Policy Lab (WBYPL)**

**Location: Sarajevo**

**Vacancy issued: 18 October 2021**

**Deadline for application: 1 November 2021**

**Terms of Reference for a Project Expert for the Western Balkans Youth Policy Lab  
(WBYPL) Project of the Regional Cooperation Council (RCC)  
Secretariat**

## **BACKGROUND**

The challenges confronting youth in the Western Balkans have been receiving increased attention over the past few years. This is reflected in youth issues gaining prominence in the high-level political processes in the Western Balkans. The potential of young people in the Balkans is crucial for the region's further development and a prerequisite for peaceful coexistence and reconciliation. The Sofia Priority Agenda for the EU and the Western Balkans places special emphasis on creating further opportunities for the youth, while ensuring that this contributes to the socio-economic development of the Western Balkans. The Sofia Priority Agenda calls for the establishment of a Western Balkans Youth Lab, providing space for innovative policy-making addressing the needs of young people, and tackling brain drain. The governments have also recognised the importance of addressing the issues faced by the youth in the region by developing National Youth Strategies<sup>1</sup> and accompanying action plans aimed at addressing the challenges of the youth.

With its long-term commitment to support regional cooperation in South East Europe (SEE) and the European integration of the region in the accession process, RCC has worked as a regionally owned and led framework since 2008. It works under the political guidance of the South East

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<sup>1</sup> In Bosnia and Herzegovina the youth strategies are developed at entity rather than state level

Europe Cooperation Process (SEECF) to promote regional cooperation and European and Euro-Atlantic integration of SEE.

In this framework, RCC is implementing its EU-funded Western Balkans Youth Policy Lab. The main components of the project include: (i) mapping of youth policies and identification of existing support gaps in financing of youth actions in the Western Balkans, (ii) Western Balkans Youth Policy Labs, (iii) strengthening the national youth councils in the Western Balkans; (iv) participation of the Western Balkans youth in regional and international events.

The project strives to create a longer-term structured regional dialogue between youth organisations and governments focused on jointly devising policies which will increase youth participation in decision-making, and improve the overall socio-economic environment for and mobility of youth in the Western Balkan economies through different types of activities.

Throughout the Project implementation the RCC cooperates closely with the national administrations, National Youth Councils, umbrella youth organizations, donors, and other relevant stakeholders.

## **OUTLINE OF THE POSITION**

The Project Expert will contribute to the implementation of the WBYPL project by working on developing, implementing and monitoring the assigned WBYPL project activities, as well as on ensuring that the project deliverables are produced on time, within budget, in line with the RCC and EC Rules and Regulations and at the required level of quality.

The Project Expert will perform a wide range of duties including the following:

1. Contribute to the conceptualisation, development and regular update of WBYPL project activities in line with the general WBYPL programme of work and the sequence of activities needed to successfully meet the project objectives;
2. Implement and execute project activities according to the project plan and ensure that the project deliverables are on time, within budget and at the required level of quality;
3. Develop contents and oversee the activities of the Western Balkans Youth National Councils;
4. Liaise with the national authorities, relevant EU institutions, and other relevant partners to ensure coordinated implementation of the activities with actors involved;
5. Monitor the project progress and make adjustments as necessary to ensure successful implementation of the project and contribute to the preparation of regular project reporting;
6. Perform media dissemination activity and implement the visibility strategy of the action, including preparation of publicity content.

## **REPORTING**

The WBYPL Project Expert will directly report to the WBYPL Team Leader and designated RCC coordinator.

## MAIN RESPONSIBILITIES

1. Contribute to the conceptualisation, development and regular update of WBYPL project activities in line with the general WBYPL programme of work and the sequence of activities needed to successfully meet the project objectives

- Provides substantial analytical and technical inputs to the work of WBYPL with demonstrated leadership in at least one of the components of the project;
- Regularly reviews the project work plan with the WBYPL Team Leader and RCC designated Coordinator and all other relevant stakeholders affected by the project activities and revises the work plan as required to fit the needs of the project beneficiaries;
- Determines and mobilises the resources (time, money, equipment, etc.) required to complete the assigned activities.

2. Implement and execute project activities according to the project plan and ensure that the project deliverables are on time, within budget and at the required level of quality

- Implements and operationalises interventions and activities of WBYPL with demonstrated leadership in at least one of the components of the project;
- Provides input, analysis, and recommendations on operational and implementation plans for the project interventions and activities;
- Monitors the progress and implementation of project activities and makes adjustments as necessary to ensure successful implementation;
- Reviews the quality of work completed with the project team on a regular basis to ensure that it meets the project standards;
- Provides review, analysis and recommendations on current regional and EU trends in the area of youth policies for both information and action purposes.

3. Develop contents and oversee the activities of the Western Balkans Youth National Councils

- Prepares content for the work of national youth councils, drawing on the activities and results of the project;
- Facilitates and monitors the activity in the different communities of practice under the WBYPL and undertakes appropriate action as required;
- Supports the promotion of national youth councils among key national, regional and international stakeholders.

4. Liaise with the national authorities, relevant EU institutions, and other relevant partners to ensure coordinated implementation of the activities with actors involved

- Establishes and maintains close working relationships with relevant partners;
- Regularly updates stakeholders, including appropriate staff in the organisation, on the progress of the project, ensuring full understanding and good matching of activities with the key needs of the beneficiaries;

- Ensures full understanding, cooperation and, wherever possible, synergy of the activities with other efforts of regional and international organisations on youth policies.

5. Monitor the progress of the assigned activities, making adjustments as necessary to ensure successful completion and contribute to the preparation of regular financial and narrative reports

- Takes regular stock of progress in the assigned activities;
- Monitors project funds according to the established accounting policies and rules in line with the RCC and EU rules and procedures;
- Drafts and contributes to regular financial and narrative reports.

6. Perform media dissemination activity and implement the visibility strategy of the action, including preparation of publicity content

- Assists in devising the visibility strategy of the action in coordination with the RCC's PR team;
- Ensures preparation and production of quality communication products in English including:
  - Drafts and edits communication items, including newsletters, briefing notes, brochures, factsheets, success stories, media releases, articles, interviews, talking points and other product and resource materials, including their distribution;
  - Produces communication related content for the WBYPL and RCC websites and social media (Instagram, Facebook, Twitter, Youtube, blogs);
  - Coordinates the production of audio/video communication materials and other multi-media and communication products;
  - Maintains internal communications and coordinates with RCC communications staff, making sure WBYPL communication activities are in line with the overall RCC PR activities and approved by the RCC communications staff.
- Prepares media invitations to project events, including collecting and disseminating media reports of the action.

The WBYPL Project Expert will undertake other tasks as directed by the WBYPL Team Leader and designated RCC coordinator.

## COMPETENCIES

### a. Functional Competencies:

Results-based project activity development and implementation: Contributes to the results through primary research and analysis

- Assesses performance to identify success factors and incorporates best practices into work
- Researches linkages across project activities to identify critical points of integration

- Monitors specific stages of project 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

#### Job Knowledge/Technical Expertise: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of 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 regional 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

- Represents the RCC at relevant meetings and conferences
- Prepares briefing documents for the 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

### **b. Core Competencies:**

- Demonstrate/safeguard ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Treat all people fairly without favouritism
- Self-development, initiative-taking
- Act as a team player and facilitate team work
- Facilitate and encourage open communication in the team, communicate effectively
- Create synergies through self-control
- Manage conflicts
- Learn and share knowledge and encourage the learning of others; promoting learning and knowledge management/sharing is the responsibility of each employee
- Informed and transparent decision-making

## **KEY REQUIREMENTS**

### **Education**

- Advanced university degree (Master's degree or equivalent) in political science, sociology, law, public policy, social sciences, or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

- A minimum of five years of progressively responsible experience in the field of youth policy, civil society and/or project/programme management;
- Strong analytical skills demonstrable through previous work;
- In-depth knowledge and experience of at least one of the following specific youth and/or civil society policy areas: youth organisations, youth national councils, youth education and work, specific youth activities, EU youth policies;
- Experience in regional cooperation in the SEE in thematic areas of WBYPL project, EU enlargement and other relevant policies is desirable;
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development is desirable;
- Previous experience in nationally and/or regionally executed projects funded by the European Commission is desirable.

### **Languages**

- Fluency in oral and written English;
- Knowledge of other SEE and EU languages is desirable.

## **Location / Contract**

The WBYPL Project Expert will be based in Sarajevo, but will be required to undertake field trips related to the implementation of project activities. An initial 12-month contract according to the international public sector standards (probation period of three months), with the possibility of extension until the end of Project, will be concluded with the RCC Secretariat.

## **Conditions**

Salary of the Project Expert of the WBYPL project will be in accordance with the RCC Secretariat's salary policy for the respective position.

## **Application Rules**

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references by **1 November 2021 by 17:00 Central European Time** 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 competency-based interview.

The candidate should be national of the participants of the RCC Board from South East Europe: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo\*<sup>2</sup>, Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

The RCC is an equal opportunity employer.

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<sup>2</sup> \*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.