



**Reference Number: 09-021**

**Category: RCC Official**

**Type of Appointment: Fixed-term**

**Location: Sarajevo**

**Vacancy issued: 18 October 2021**

**Deadline for application: 15 November 2021**

**Terms of Reference - Expert on Tourism -  
Regional Cooperation Council (RCC)  
Secretariat**

RCC is seeking an Expert on Tourism to be located in Sarajevo, Bosnia and Herzegovina within the RCC Secretariat. The terms of the contract will be determined on the basis of the applicable RCC rule and procedures.

**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 with the *Sustainable tourism* component being an integral part of CRM's *Regional Industrial and Innovation Area*. Tourism activities within the Sustainable Tourism part of CRM Action Plan are building on the results of Triple P Tourism Project, a three-year initiative funded by the EU and implemented by the RCC in the period from 2018 to 2021.

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 SEE2030 Strategy. That being said, the emphasis of the SEE2030 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 development through genuinely regionally owned political process.

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 Expert on Tourism will be responsible for supporting the implementation of the Sustainable Tourism activities within the Regional Industry and Innovation Area pillar of CRM Action Plan. The Expert on Tourism will coordinate the work on preparation of the sustainable regional tourism development and management framework, integration into EU tourism route, including branding and promotion of regional tourism product in the EU and international markets, development of tourism plans and strategies, development of common occupational standards for tourism, practical training programmes, etc. By doing so, she/he will support alignment of national tourism activity priorities with joint regional tourism offer and build on the work previously done within the RCC's Triple P Tourism project. The Expert on Tourism will in her/his work liaise with relevant national authorities (i.e. Ministries of Tourism, Culture, Economy, national Tourism Boards) through meetings of the RCC's Tourism Expert CRM Group, as well as mandatory focus groups on regional and economy level, and will also include private sector (tour operators from the region and abroad). The Expert on Tourism will further work on promotion of the joint regional tourism offer to the global tourism community, on preparation of and participation at international tourism fairs and other promotional events, and will also facilitate visits of foreign tour operators and media representatives to the region's sites.

Expert on Tourism will support the Head of Programme Department in her/his daily tasks and will work closely with the Competitiveness team in matters concerning the sustainable tourism activities.

### **Duties and Responsibilities**

The Expert on Tourism will work under the direct supervision of the RCC Head of Programme Department and RCC Secretary General, and in close cooperation with the RCC Senior Expert on Competitiveness.

Responsibilities include, but are not limited to, the following tasks:

- Support to implementation of the objectives, activities and results of the Sustainable Tourism actions related to CRM AP;

- Work on preparation of the sustainable regional tourism development and management framework building on previous regional work and national priorities of the economies;
- Research and gather necessary input for the establishment of informal regional tourism forum to support digital transformation and exchange of good practices, boosting the innovation capacity of entrepreneurs and SMEs from relevant national authorities and private sector.
- Integrate existing and new sustainable transnational tourism products into EU tourism route and promote trail networks, including branding and promotion of regional tourism product in the EU and international markets;
- Facilitate cooperation of relevant national authorities and private sector in preparation and promotion of sustainable tourism activities;
- Support development of policy reform proposals so as to work on improvement of regional tourism offer;
- Support the organisation of thematic meetings and workshops of the RCC CRM Tourism Expert Group (TEG) and relevant focus groups, as well as other events, including preparation of necessary materials, and maintaining continuous flow of information and communication among key stakeholders;
- Support Head of Programme Department in her/his daily tasks and also work closely with Senior Expert on Competitiveness in matters concerning the sustainable tourism;
- Represent the RCC at public events, conferences, fairs, events, workshops and working groups;
- Assume other tasks as required by HoPD.

**Key Requirements:**

- University degree in public policy, economics or social sciences, or other subject of relevance for the position; advanced degree will be considered an asset;
- A minimum of 7 years of relevant professional experience in areas such as tourism development, with international relations and public policy aspects, preferably in an international environment and with knowledge of and experience in SEE region;
- In-depth knowledge of tourism development and related policies in SEE, regional cooperation in thematic areas, EU enlargement, mainstreaming and budgeting policies, as well as professional experience in project management;
- Excellent analytical and organisational skills demonstrable through previous work;
- Proven experience in tourism, policy research, and development;
- Demonstrated commitment to tourism development and promotion;
- Fluency in oral and written English; knowledge of SEE languages will be considered an asset;
- Excellent communication skills;

- Advanced computer skills (MS Office and internet software);
- Multitasking abilities and ability to travel and work under pressure;
- Capacity to work independently, as well as in a multinational team.

### **Location / Contract**

The holder of the position will be based in the RCC Secretariat in Sarajevo. She/he could expect that substantial time would be spent on business-related travel. She/he will receive an initial one-year employment contract with trial period of six months and possibility of extension after annual performance review.

### **Conditions**

Salary of the Expert 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 **15 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>1</sup>, Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

The RCC is an equal opportunity employer.

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<sup>1</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.