



**Vacancy Number: 08-018**

**Category: RCC Official**

**Type of Appointment: Fixed-term**

**Department: Political Department**

**Location: Sarajevo, Bosnia and Herzegovina**

**Vacancy issued: 27 June 2018**

**Deadline for application: 26 July 2018**

**Terms of Reference for a Junior Political Advisor of the Regional Cooperation Council  
Secretariat  
(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).

The RCC is implementing the Strategy and Work Programme 2017-2019 and the South East Europe (SEE) 2020 Strategy, as basic working documents for the RCC until 2020.

The SEE 2020 Strategy aims to promote creation of jobs and prosperity in a European perspective for the Western Balkans. RCC agenda is focused on result-oriented interventions in a restricted number of areas. Over the next three years RCC will continue to work to reduce – and where possible remove – the obstacles to increased mobility, enhanced connectivity and improved competitiveness in SEE, while also contributing to better governance, improved functioning of the rule of law and enhanced security in the region.

The organisation maintains close working relations with all actors of relevance to these areas, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

The RCC consists of 46 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC Board consists of those RCC participants contributing to the budget of the RCC Secretariat.

The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and Liaison Office in Brussels which ensures regular communication and cooperation with European and Euro-Atlantic institutions. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department.

## **Outline of the position**

Junior Political Advisor will be part of the Political Department and work under the guidance of the Head of the Political Department. The role of the Advisor is to help ensure successful operation of the RCC by supporting the Head of Political Department in assisting the Secretary General (SG) in the execution of his/her mandate.

## **Responsibilities**

### **Junior Political Advisor will be responsible for the following duties:**

- Prepares analytical briefs and memos regarding overall developments in SEE, on matters related to European and Euro-Atlantic integration and other issues of importance to the regional cooperation in SEE, with advice and/or recommendations, where appropriate, for possible action by the RCC Secretariat;
- Prepares speeches, briefing notes and talking points for the meetings and participation of the SG at regional and international conferences and other events relevant to the regional cooperation in SEE;
- Assists the Political Department in fulfilling reporting commitments to the donors/stakeholders of the RCC, such as drafting progress/narrative/analytical reports on the activities of the RCC and its Secretariat;
- Assists in formulation of policy advice and recommendations in areas of cooperation of the RCC;
- Provides support in planning and implementing the strategic and operational activities of the Secretariat;
- Assists in development and implementation of strategic and working documents of the RCC and its Secretariat;
- Assists in preparing the political documents for SEECP high-level events;
- Handles other related tasks as directed by the Head of Political Department.

## **Reporting**

The Junior Political Adviser directly reports to the Head of Political Department, and works under the overall guidance of the Secretary General.

## **Key requirements**

- Holds a university degree in political science, international relations, international economics, law or other subject of relevance for the position. In-depth knowledge of SEE, regional cooperation in overall political as well as in relevant thematic areas, e.g. practices and procedures of the EU, parliamentary cooperation, economy, justice and home affairs, security co-operation and EU matters.
- A minimum of 3 years of post-graduate professional experience in political science, international relations or related area, preferably in an international environment and with knowledge of and experience in SEE region.
- Possess advanced writing, research and analytical skills.
- Fluency in oral and written English. Knowledge of SEE languages and other EU languages will be an asset.
- Able to work both independently and as part of a team in a multicultural environment.
- Excellent communication and writing skills in English language.
- Fully computer literate.

## **Location / Contract**

The holder of the position will be based in the RCC Secretariat in Sarajevo. She/he could expect that up to 30% of her/his 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.

## **Application Rules**

Qualified candidates are invited to send their cover letter and CV (both in English) by 26 July 2018 by 17:00 p.m. via e-mail to [jobs@rcc.int](mailto: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 national of the participants of the RCC Board from South East Europe:

Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo\*<sup>1</sup>, Moldova, Montenegro, Romania, Serbia, Slovenia, The Former Yugoslav Republic of Macedonia, Turkey.

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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.