

Reference Number: 002-024

Category: RCC Official

Type of Appointment: Fixed-term employment contract

Department: Programme Department

Location: Sarajevo

Published: 17 January 2024

Deadline for application: 16 February 2024

Terms of Reference for Senior Expert on Monitoring and Reporting of the Regional Cooperation Council (RCC) Secretariat

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 Mobility of People, Education and Research & Innovation Policy being addressed under the *Free Movement of People and Research and Innovation Area* of CRM.

The CRM agenda will remain the main socio-economic transformative tool for the region in the upcoming four years. The implementation results across the above-mentioned areas will directly impact the work and strategic framework of SEE2030 Strategy. That being said, the emphasis of 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 stakeholders, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

Outline of the position

The Senior Expert on Monitoring and Reporting is located in the Programme Department of the RCC Secretariat. Her/his role is to help ensure the successful operation of RCC Secretariat, in particular related to the horizontal processes of monitoring and policy analysis of the general trends in the regional cooperation in South East Europe (SEE).

The Senior Expert on Monitoring and Reporting is expected to help structure and implement a programming and monitoring process to finalise the implementation of CRM, support monitoring of SEE 2030 and Green Agenda for the Western Balkans, contribute to the overall coordination of horizontal activities, as well as contribute to the coordination and overseeing of RCC Programme Department budget expenditures, as well as the preparation of Annual Work Programmes and tracking their progress.

The Senior Expert on Monitoring and Reporting will provide analyses and advice to support the Secretary General (SG) and the Deputy Secretary General (DSG) in the execution of their mandates.

Duties and Responsibilities

- The Senior Expert on Monitoring and Reporting is part of the RCC Programme Department and works in close cooperation with the members of the Programme Department under the overall guidance of the RCC Head of Programme Department and Secretary General;
- Provides analytical and expert support as well as technical know-how in the implementation of the RCC Strategy and Work Programme, CRM and other strategic programmes, in cooperation and under the guidance of RCC Head of Programme Department;
- Structures and implements a programming process to implement CRM, including monitoring and reporting of CRM, SWP and other strategic frameworks;
- Provides analytical support to coordination process within the framework of consultations with regional and international partners and other relevant institutions through various regional/international formats, such as donor coordination and regional coordination meetings;
- Supports the organisation of events and workshops for targeted groups within the CRM, RCC SWP and SEE2030 Strategy (as needed);
- Fosters regional cooperation and promotes the exchange of best practices in different fields with Western Balkan economies and EU Member States;

- Oversees and coordinates data collection, data analysis, and development of methodological and analytical report for the annual instalments of Balkan Barometer as well as proposes any changes following developments in the region;
- Participates and prepares analytical input for the regular or ad-hoc reviews and reports such as the Annual Report on Implementation of CRM, SWP, Annual Report of the RCC Secretary General, including an assessment of the main strategic risks and challenges identified and recommendations for the coming year;
- Develops and maintains relations with relevant officials from ministries and institutions of RCC's participants, as well as from the regional organisations and initiatives involved in the implementation of CRM, SWP and other relevant RCC documents;
- Participates in development and implementation of RCC SWP, CRM and other RCC's forward looking strategic and working documents;
- Prepares and reviews departmental budgets, conducts cost-benefit analyses, and develops short- and long-term budgets in close consultations with other colleagues from Programme Department;
- Prepares analytical briefs and memos regarding overall developments in SEE, in particularly on matters related to EU enlargement agenda and 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 SG at conferences and events relevant to the regional cooperation in SEE;
- Assists SG in fulfilling reporting commitments to the RCC donors/stakeholders, such as drafting progress/narrative/analytical reports on the activities of RCC;
- Represents the RCC Secretariat at regional and international events as required;
- Cooperates and coordinates with Brussels-based RCC's Liaison Office;
- Assists with general public relations tasks when needed;
- Handles other related tasks as directed by SG or DSG.

Reporting:

- Senior Expert on Monitoring and Reporting reports to the Head of Programme Department and works under the overall guidance of the Secretary General and Deputy Secretary General.

Key requirements

- An advanced university degree (Master's degree or equivalent) in law, economics, political science, international relations, or other subject of relevance for the position. In-depth knowledge of SEE, regional cooperation in political and thematic areas of RCC activities, EU enlargement and other relevant policies;
- A minimum of 7 years of professional experience in international economics, political science, international relations or a related area, preferably in an international environment and with knowledge of and experience in SEE region (or a first-level university degree and 10 years of relevant professional working experience);
- Experience in programming and management of EU funds in national, regional or international context;
- Strong analytical skills demonstrable through previous work;
- Fluency in oral and written English. Knowledge of SEE languages and other EU languages will be an asset;
- Ability to work both independently and as part of a team in a multicultural environment;
- Excellent communication skills. The candidate will be expected to speak at conferences and meetings organised by the RCC or when invited to represent the RCC;
- 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 and should be able to handle own administrative tasks according to the RCC Secretariat's internal rules and regulations.

Candidate 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 motivation letter, CV highlighting relevant experience and three references **by 15:00 Central European Time on 16 February 2024 via e-mail to jobs@rcc.int**. Only shortlisted candidates will be contacted. Selection process is based on a written test and a competency-based interview.

The RCC is an equal opportunity employer.

RCC employees and partners participating in any programme or activity conducted or funded by RCC are prohibited from discriminating based on race, religion, political beliefs, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin.