

Reference Number: 016-026

Type and period of engagement: Service Contract until 31 December 2026

Location: Sarajevo, Bosnia and Herzegovina

Terms of Reference for Pillar Coordinator and Analyst at the IISG Secretariat¹

Background

The Integrative Internal Security Governance (IISG) process was initiated as part of the European Union's (EU) strategic efforts to enhance cooperation with the Western Balkans region in the field of security. The concept enables coordinated, aligned, and sustainable engagement across key areas of internal security governance reform by the EU and relevant international donors providing external assistance. The process has progressively evolved and has been endorsed at the level of the Justice and Home Affairs Council through the adoption of Council Conclusions. The IISG was endorsed by the Council of the European Union in late 2016 and officially launched by the Ministers of Interior/Security of the Western Balkans Six (WB6) in September 2017 during the IISG Kick-Off Conference – Brdo Process Ministerial Meeting held in Brdo pri Kranju, Slovenia.

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led cooperation framework. It operates under the political guidance of the South-East European Cooperation Process (SEECP) and aims to promote regional cooperation and support European and Euro-Atlantic integration of South East Europe (SEE). The RCC comprises 46 participants and receives operational guidance and oversight from the RCC Board, composed of RCC participants contributing to the budget of the RCC Secretariat.

The RCC Secretariat is headquartered in Sarajevo, Bosnia and Herzegovina, and is headed by the Secretary General. The RCC also maintains a Liaison Office in Brussels, ensuring regular communication and cooperation with European and Euro-Atlantic institutions.

The RCC served as the political umbrella and regional implementing mechanism for the IISG, which is fully funded by the European Union. The core objective of the IISG is to strengthen regional security through enhanced coordination and cooperation among WB6 partners. In addition to its political umbrella role, the RCC is increasingly assuming a more integrated and operational leadership function in regional security coordination.

¹ On 25 December 2025, the IISG Board adopted the new Terms of References which transformed the IISG into the Security Governance Hub for the Western Balkans under the Regional Cooperation Council.

Following the adoption of the latest Terms of Reference (ToR) by the IISG Board in December 2025, the platform has evolved into the **Security Governance Hub for the Western Balkans**, with the objective of strengthening strategic regional cooperation and coordination in the field of internal security.

The main areas of focus include counter-terrorism and preventing and countering violent extremism (P/CVE), combating organised crime, border/boundary security, and cybersecurity. These thematic pillars have been integrated into the operations of the Security Governance Hub through structured needs mapping and the development of a comprehensive project database, supporting evidence-based strategic planning across all pillars.

Outline of the Position

The Pillar Coordinator and Analyst will be responsible for ensuring the effective and timely implementation of the thematic components of the process pillars and agendas. This includes the preparation of reports and other documentation related to pillar activities.

The incumbent will liaise with WB6 authorities, relevant stakeholders, EU institutions, and other relevant partners to ensure coordinated implementation and timely delivery of project outputs, within the approved budget and in accordance with the required quality standards.

The incumbent will also implement communication activities in line with the project visibility strategy, including the preparation of public communication content.

Reporting

The Pillar Coordinator and Analyst will report directly to the Head of the Security Governance Hub.

Duties and Responsibilities

The incumbent will coordinate activities related to the thematic pillars of the Security Governance Hub.

The Pillar Coordinator and Analyst will prepare reports and other documentation related to pillar activities.

The incumbent will maintain and update data related to the governing structures of the Security Governance Hub and communicate with members to request, collect, and administer information required for pillar-related outputs.

The incumbent will support the Database Coordinator and Analyst by identifying and reporting on ongoing security-related projects across the WB6 region. Responsibilities will include coordination of work processes, needs and support mapping, and the development of mapping products and related reporting.

The Pillar Coordinator and Analyst will conduct analytical work related to Security Governance Hub processes and priorities. The incumbent will maintain regular liaison with Security Governance Hub members to ensure awareness of processes and activities.

The incumbent will support communication and public relations activities, including regular updates of the Security Governance Hub website.

The incumbent will support the organisation of meetings at beneficiary, Support Group, RNNC, and Board levels.

Key Outputs

The incumbent will contribute to and coordinate the following key outputs:

- Organisation of individual WB6-level thematic coordination meetings and events with Security Governance Hub contact points, WB6 institutions, and relevant international organisations; organisation of regional pillar working group meetings and meetings of the Regional Network of National CT/P-CVE Coordinators (RNNC);
- Liaison with Security Governance Hub Support Group members and international and regional stakeholders on matters relevant to Security Governance Hub operations;
- Coordination and implementation of Biennial Needs Mapping activities, aimed at identifying security needs of Western Balkan partners in areas covered by the Security Governance Hub, in line with the Description of Action (DoA);
- Support to Security Governance Hub and its Support Group in communication and outreach activities towards target groups via the website;
- Ensuring that outputs produced within priority areas meet high-quality standards and comply with relevant mandates;
- Performance of other tasks as assigned by the respective Head and RCC coordinator.

Job Knowledge and Technical Expertise

The incumbent is expected to demonstrate:

- Sound knowledge of the relevant professional field;
- Understanding and application of organisational policies and procedures;
- Ability to analyse requirements and formulate proposals;

- Commitment to continuous professional development;
- Strong information technology skills relevant to the position;
- Ability to monitor implementation of action plans and prepare progress reports for stakeholder review.

Key Requirements

- Advanced university degree (Master's degree or equivalent) in justice, law enforcement, or a related field;
- In-depth knowledge of the Western Balkans region and experience in regional cooperation within IISG thematic areas, EU enlargement, and related policy fields;
- Minimum of five years of relevant professional experience in management or project management roles related to internal security, Justice and Home Affairs, international security cooperation, or security in the Western Balkans;
- Experience in regional cooperation in SEE and in managing EU-funded projects;
- Knowledge of policy developments related to EU Justice and Home Affairs cooperation (experience in CT and P/CVE considered an asset);
- Strong analytical skills, including experience in collecting and analysing quantitative and qualitative data;
- Experience supporting intergovernmental processes and policy development is considered an asset;
- Excellent command of written and spoken English; knowledge of Western Balkan languages is considered an asset.

Location

The service provider will be based in Sarajevo, Bosnia and Herzegovina. Up to 30% of working time may be dedicated to official travel.

Application Rules

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references until **8 March 2026**. Only shortlisted candidates will be contacted. Selection process is based on a written test and a competency-based interview.

The applications should be submitted through the website link [Apply now](#).

Disclaimer: We are dedicated to ensuring a working environment that guarantees freedom, cooperation, inclusion, acceptance of diversity, and equal opportunities for others. We select partners we cooperate with solely on the basis of competence and integrity of the candidate, making a decision based on relevant documentation and an interview. We ensure the performance of work tasks and advancement on the principles of equality by prohibiting any form of discrimination based on race, religion, gender, sexual orientation, gender identity or expression,

age, disability, marital status or national origin. We operate with zero tolerance towards mobbing, harassment and sexual harassment in the workplace and demand the same of all employees and business partners. We strongly encourage women, minorities, and vulnerable groups to apply.