



Vacancy Number: 001/2019

Category: Project Staff

Type of Appointment: Fixed-term

Location: Belgrade, Serbia

Vacancy issued: 22 February 2019

Deadline for application: 8 March 2019

**Terms of Reference for a Policy Expert for the Roma Integration Action Team of the
Regional Cooperation Council Secretariat (RCC)**

The RCC is seeking a Policy Expert for its Roma Integration Action Team located in Belgrade, Serbia. The terms of the contract will be determined on the basis of the applicable RCC personnel policies. The Action Team remuneration package is aligned with the benefits and pay scales of the RCC staff.

Background

The Roma Integration (phase II) is a three-year action implemented by the Regional Cooperation Council in the seven IPA II beneficiaries (Western Balkans and Turkey), with the financial support of the European Union and the Open Society Foundations, in the period 2019-2021. It builds on the Roma Integration 2020 action, implemented from 2016 to 2018. The action supports the integration of Roma as part of the EU accession process, in line with the EU Framework for National Roma Integration Strategies (NRIS). It focuses on mainstreaming Roma integration in relevant public policies, sector reforms, and the overall public budgeting processes. The results are monitored as part of the EU accession process.

The overall objective of the Roma Integration action is to reduce the socio-economic gap between the Roma and non-Roma population in the Western Balkans and Turkey. The action assists the governments in the region to achieve concrete targets in the areas of education, employment, housing and health, as well as in civil registration, gender equality and non-discrimination, as part of their policy reforms and EU accession efforts.

The specific objective of the Roma Integration action is to increase the rate of implementation of relevant mainstream and targeted measures for Roma, increase budget allocations and execution, improve public service delivery, all of which provide for long-term impact on Roma integration.

This is building on the achievements of the first phase action on improved institutional arrangements, policy formulation, transparency of implementation and social dialogue.

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 its biggest part, the South East Europe (SEE) 2020 Strategy, as a basic working document for the organisation 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. The 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.

Outline of the Position

The Policy Expert will be responsible for the implementation of the initiative in the Western Balkans and Turkey, working closely with government officials in ministries relevant to Roma priority policies. The Policy Expert will be providing expert and operational support to the RCC Roma Integration Action Team. The Policy Experts within the team are dividing their responsibilities geographically, by policy areas, and by policy cycle elements. The Policy Expert will be performing a range of tasks targeting the governments in the region with a view to achieve the aims of the action and according to the activity plan, including close liaison with relevant government officials and public servants, engaging in policy development with the government (including with external consultants where relevant), organising meetings and events, preparing reports and other types of policy advisory documents, liaison with other stakeholders on Roma integration in the region, particularly with the EU Delegations, regional, international and civil society organisation of relevance, etc.

Duties and responsibilities

The Policy Expert is part of the RCC Roma Integration Action Team and directly reports to the Action Team Leader. The Policy Experts within the Action Team are dividing their responsibilities geographically, by policy areas (employment, housing, other) and by policy cycle element (policy implementation, budgeting and monitoring).

The Policy Expert responsibilities include, but are not limited to, the following tasks:

- Coordinate and work closely within the Roma Integration Action Team, particularly with the other Policy Experts, in order to ensure consistent policy expertise towards the governments in the region;
- Provide expert guidance to the governments regarding Roma integration and relevant mainstream policies, linking the policies with the EU accession process, particularly in analysing the overall socio-economic policies, sector reforms, as well as the public budgeting cycle for the benefits of Roma integration;
- Work with externally engaged consultants in providing technical and expert assistance to the governments for improved implementation of Roma integration and relevant mainstream policies, in particular in the areas of housing and employment;
- Analyse the improvements related to the Roma integration by the governments in the region, including their capacities to formulate, implement, budget and monitor the Roma integration and relevant mainstream policies;
- Draft and edit progress, monitoring and evaluation reports on the implementation of Roma Integration initiative;
- Ensure exchange of information and experiences on Roma integration and relevant mainstream policies among the governments in the region, with the civil society, the EU institutions and other relevant stakeholders on Roma integration;
- Work closely with the RCC headquarters on streamlining Roma integration into the ongoing RCC work;
- Support the preparation of Task Force and other events of the Roma Integration action, develop the content for various events of the action, and support the participation of government officials at EU and RCC events;
- Draft reports, analysis and other outputs of the Roma Integration action (individually or with external consultants) and prepare various reports to the donors;
- Represent the Action Team at national, regional and international events, as needed;
- Perform other tasks as required.

Key Requirements:

- An advanced university degree (Master's degree or equivalent) in public policy, political and social sciences, communication, or other subject of relevance for the position;
- A minimum of 5 years of relevant professional experience, such as in public policy, international relations, government and/or NGOs preferably in an international environment and with knowledge of and experience in SEE;

- In-depth knowledge of the EU accession process, government policies on Roma integration, regional cooperation in thematic areas, mainstreaming, budgeting and monitoring policies, as well as professional experience in project management;
- Knowledge and experience in one of the priority areas (employment and/or housing) as well as the policy cycle elements (formulation, implementation, budgeting, monitoring) will be considered an asset;
- Knowledge and experience in working with other vulnerable groups, as well as mainstreaming in sector reforms and general socio-economic policies will be considered an asset;
- Excellent analytical, organisational, negotiation, and writing skills demonstrable through previous work;
- Proven experience in policy development, policy research and writing;
- Demonstrated commitment to Roma integration issues;
- In-depth knowledge of the regional developments on Roma issues, including Roma Integration 2020 initiative;
- Fluency in oral and written English; knowledge of SEE languages and Romani language will be an asset;
- Excellent communication skills;
- Excellent computer skills; multitasking abilities and ability to work under pressure;
- Open-minded, communicative, cooperative, creative, team worker, personal initiative.

Location / Contract

The holder of the position will be based in Belgrade, Serbia. Initial contract is concluded for one (1) year with the trial period of six (6) months and possibility of extension upon completion of performance review.

Application Rules

Qualified candidates are invited to send their cover letter and CV (both in English) by 8 March 2019 by 17:00 Central European Time via e-mail to **jobs@rcc.int**.

Only shortlisted candidates will be contacted.

The 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*¹, Moldova, Montenegro, Romania, Serbia, Slovenia, The Republic of North Macedonia, Turkey.

Candidates of Roma origin are particularly encouraged to apply.

The RCC is an equal opportunities employer.

¹ *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.

