



**Vacancy Number: 003/2019**

**Category: Project Staff**

**Type of Appointment: Fixed-term**

**Location: Belgrade, Serbia**

**Vacancy issued: 28 December 2018**

**Deadline for application: 30 January 2019**

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

The Regional Cooperation Council (RCC) is seeking a Project Assistant 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 Project Assistant supports the Project Team in the technical implementation of the initiative, providing daily administrative and organisational tasks, including support to accounting. The Project Assistant works as part of the Action Team in daily cooperation with the Policy Experts and Policy Officer and under the direct supervision of the Action Team Leader.

### **Duties and Responsibilities**

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

- Support experts in their travel organisation (logistics and approval system), according to the RCC rules and procedures and the overall planning/agenda, in cooperation with the Policy Experts, Project Officer and under the supervision of the Action Team Leader;
- Ensure the correct and timely logistical preparation of the activities implemented by the Action Team and support the related accounting;
- Facilitate the preparation of internal and external meetings and conferences in cooperation with Policy Experts, Project Officer and under the supervision of the Action Team Leader;

- Follow up on administrative correspondence in coordination with the Policy Experts and the Action Team Leader;
- Provide logistical and back-up support to the Policy Experts and the Action Team Leader;
- Support the relevant administrative and financial tasks of the Project Officer, including liaising with the RCC Administration Department as necessary;
- Assume other tasks as directed by the Action Team Leader.

### **Qualifications**

- University degree of relevance for the position or equivalent;
- Computer skills: proficiency in Microsoft Office;
- Minimum 3 years of experience in similar jobs;
- Administrative and basic accounting skills;
- Clear communication skills in a multicultural team;
- Excellent organisational and logistical skills;
- Be able to handle own administrative tasks according to the RCC internal rules and regulations;
- Very good knowledge of English language;
- Good understanding of local and international environment.

### **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 30 January 2019 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>, Moldova, Montenegro, Romania, Serbia, Slovenia, The Former Yugoslav Republic of Macedonia, Turkey.

Candidates of Roma origin are particularly encouraged to apply.

The RCC is an equal opportunities 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.

