



Vacancy Announcement

Job title	Finance and Administration Assistant (Ref. no. IPA/2019/412-374)
Duty Station:	Sarajevo, B&H (with travel in the SEE Region and EU)
Type of position	Project/Operational Staff
Language:	English
Eligibility	Citizens of Bosnia and Herzegovina
Contract type:	Fixed-term employment contract
Contract duration:	36 months with 3 months probation period
Application deadline:	April 8, 2020 (23:59 CET)
Starting date:	As soon as possible
Applications to be submitted to	vacancy@rai-see.org (please indicate the position you are applying for in the email subject line)

I. BACKGROUND

Regional Anti-corruption Initiative (RAI) is an intergovernmental regional organization comprised of nine member countries from South East Europe (SEE): Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro, North Macedonia, Romania and Serbia; and three observers: Poland, Georgia and Slovenia. Kosovo* institutions are the beneficiary of RAI activities.

RAI's mission is to lead regional cooperation to support anticorruption efforts by providing a common platform for discussions through sharing knowledge and best practices. RAI acts as a regional hub through which governments of the region combine their efforts to help curb corruption in the SEE.

RAI is implementing a 3-year regional program titled "Breaking the Silence: Enhancing the whistleblowing policies and culture in Western Balkans and Moldova", funded by the European Commission, under Ref. no. IPA/2019/412-374 (hereafter: Project).

Overall Objective of the Project is to contribute to the strengthened resilience of societies to corruption in Western Balkans and Moldova and specific objective of the Project is to strengthening whistleblowing as an anti-corruption tool through a common platform in Western Balkans and Moldova.

The Project will contribute to the overall objective by delivering two Outcomes: (outcome 1) Disclosure channels and protection mechanisms for whistleblowers in public institutions and

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

civil society improved and promoted and (outcome 2) General public, professional community and public institutions more sensitized and informed about whistleblowing.

RAI Secretariat has traditionally focused on beneficiaries and stakeholders from anti-corruption agencies and commissions, ministries of justice and civil society organizations working in the field of anti-corruption and good governance. Through this Project RAI Secretariat will continue its course and expand the portfolio of targeted beneficiaries to include institutions that are not necessarily working on corruption but that have an interest in the including and/or improving their provisions on whistleblowing to the general public.

RAI Secretariat is based in Sarajevo and it is the executive body of the Initiative. It facilitates regional cooperation and efforts in curbing corruption in the SEE by building on existing actions, through better coordination of all efforts and by relying on high level political commitment.

2. SCOPE OF WORK

Under the direct supervision of the Project Manager, and the Chief Finance and Operations Officer, and the executive authority of the Head of Secretariat, the Finance and Administration Assistant provides support to implementation of Project, Project and office budget management and accounting, as well as overall administration support ensuring high quality, accuracy and consistency of work.

Duties and Responsibilities

Financial support:

- Provides support to the implementation of the Project, budget implementation and accounting;
- Assists Chief Finance and Operations Officer in implementation and monitoring of the Project budget, as well as with other RAI's budgets;
- Prepares, collects and maintains all financial documentation related to Project implementation and RAI activities;
- Drafts financial reports and assists in the provision of accurate and timely financial reports;
- Makes daily cash/bank payments and ensuring all payments are done in compliance with relevant policies and procedures, correctly authorized, coded and supported by relevant forms and documentation;
- Prepares regular cash counts and reconciliation of cash;
- Administers payroll and contributions and tax reporting for international and local staff in accordance with the national legislation and internal procedures.

Administration support:

- Provides overall administration support to the implementation of the Project and RAI activities, ensuring high quality, accuracy and consistency of work;
- Establishes, maintains and updates shared documents, filing system and inventory list;

- Maintains and updates the attendance record for all staff: including annual leave, sick leave, compensation leave, maternity/paternity, etc. as defined in the Office Policies Manual;
- Actively participates in Project implementation, adhering to contracted Log-frame, budget and monitoring schedules;
- Is in charge of logistical aspects in organization of conferences, workshops and other Project and RAI events;
- Provides verbal and written translations as required;
- Administers and maintains the roster of pre-vetted experts;
- Provides general administrative support to Project and Secretariat staff, as coordinated by the Chief Finance and Operation Officer;

Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required;

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- A citizenship of Bosnia and Herzegovina;
- University Degree or equivalent in public or business administration, management, finance, accounting or economics;
- 2 years of relevant experience in finance and administration, preferably in international organizations;
- Demonstrated experience of budget and procurement procedures, preferably in line with the EU PRAG rules;
- Demonstrated experience in financial reporting, payroll and contributions administration and tax reporting;
- Experience in organization of conferences, workshops and/or training programs;
- Demonstrated work experience with different stakeholders: government institutions, public officials, international organizations, and civil society;
- Excellent knowledge of English both written and oral;
- Computer literacy.

Competences:

- Excellent communication, planning and organizational skills with ability to maintain confidentiality in all aspects of work;
- Work well independently and in team to achieve collective goals through active participation;
- Focus on impacts and results and responds positively to feedback;
- Ability to prioritize the workload to ensure Project deadlines are met.

Values:

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;

- Treat all people fairly without favoritism.

4. DOCUMENTS AND INFORMATION THAT MUST BE INCLUDED IN THE APPLICATION

Interested applicants **must** submit the following documents/information in **English** to demonstrate their qualifications:

- Curriculum Vitae;
- Cover Letter demonstrating applicant's motivation and how applicant's experience and competencies match those required by the Vacancy;
- Contact details of two referees familiar with the applicant's work experience and who can be contacted (in English);
- Information on availability/commencement date;
- Information on citizenship.

5. EVALUATION OF APPLICATIONS

RAI applies a fair and transparent selection process that takes into account technical qualifications of the potential candidates.

Candidate applications determined as responsive/compliant/acceptable shall be evaluated using a cumulative analysis method, taking into consideration the combination of applicants' education, qualifications, and experience, as indicated below:

Criteria:

- Education – qualifying criteria (no points to be allocated);
- At least 2 years of relevant experience in finance and administration, preferably in international organizations - qualifying criteria (no points to be allocated);
- Demonstrated experience of budget and procurement procedures, preferably in line with the EU PRAG rules – 20%;
- Demonstrated experience in financial reporting, payroll and contributions administration and tax reporting - 15%;
- Experience in assignments related to organization of conferences, workshops, and/or training programs – 10%;
- Demonstrated experience in dealing with different stakeholders: government institutions, public officials, international organizations, and civil society in SEE - 5%;
- Interview – 50%.

Five candidates receiving highest score in the evaluation process shall be shortlisted for an interview. Interviews may include one or more of the following: written test, job-related examinations, situational exercises and language tests.

The employment agreement shall be offered to applicant who received the highest score out of the technical evaluation (50% of total score) and interview (50% of total score).

6. CONDITIONS OF THE CONTRACT

Due to the urgent nature of the vacancy, selected candidate is expected to start working as soon as possible.

This is a full-time position.

RAI offers a compensation package that is competitive and comparable with other regional organizations.

Annual gross salary: €19.030

Holidays: 30 days of annual leave, holidays observed by the Secretariat (available at the following [LINK](#)) and 2 days for observance of other holidays.

RAI Secretariat encourages all employees to balance their professional and private life and recognizes work-from-home policy or flexible scheduling.

Compulsory pension/health/unemployment insurance in Bosnia and Herzegovina and travel health insurance shall be provided.

7. HOW TO APPLY

Full applications with supporting documents shall be sent by midnight of April 8, 2020 (23:59 CET) by email to RAI Secretariat (vacancy@rai-see.org).

Job title shall be indicated in the email subject line.

Late and incomplete applications will not be taken into consideration. Due to the large number of applications we receive, we are able to inform only the candidates who are short-listed for an interview not later than April 21, 2020.

Potential applicants may send in additional questions. Questions shall be sent in English no later than five (5) days before the submission deadline to vacancy@rai-see.org. Answers will be provided no later than three (3) days before the deadline for submission. All questions received and related answers will be published on the RAI website in order to give a fair, transparent and equal treatment to all Applicants. Information on senders will not be disclosed.

RAI is committed to achieving workforce diversity in terms of gender, nationality and culture. Qualified women, individuals from minority groups and persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.