



Vacancy Announcement

Job title	Project Officer (Ref number IPA/2019/412-374)
Duty Station:	Sarajevo, B&H (with frequent travel in the SEE Region and EU)
Type of position	Project/Operational Staff
Language:	English
Eligibility	Citizenship of Bosnia and Herzegovina
Contract type:	Employment Contract (Fixed time employment)
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 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 strengthen 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 I) 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 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 Chief Program and Communications Officer, and under executive authority of the Head of Secretariat, the Project Officer is responsible for operational management and administration of the Project implemented by Secretariat. This includes cooperation with relevant public institutions in the SEE region, as well as working with civil society and international organizations active in the field of anti-corruption. Project Officer will also be required to deliver effective and efficient financial and administrative management of the respective project.

Duties and Responsibilities

Programme Implementation:

- Holds responsibility for the administration, communications, and logistics of the project implementation;
- Acts as a focal point for Project beneficiaries and maintains cooperation with stakeholders, in collaboration with other team members;
- Ensures adherence to relevant log frame objectives, action plans and budgets and quality assurance of implemented outputs;
- Assists Project Manager and other team members to collect project cycle information in order to timely produce progress reports;
- Acts as event organizer of the Project through organization and coordination of regional working groups, conferences, workshops and training programs;
- Facilitates agenda development and communication with beneficiaries;
- Coordinates with and supports Project Manager in overall management of the Project, including administrative and technical aspects thereof;
- Participates and presents the Project internally and in inter-agency meetings when needed;

Partnership Development and Communication:

- Establishes effective relations and maintains communication with project beneficiaries, donors and key partners (multi-sectoral, government and nongovernment) at national and regional levels;
- Promotes the Project and its messages at meetings and other regional events, when necessary;
- Ensures timely implementation of the Project's Communication and Visibility Plan and ensures appropriate donor visibility of all Project activities;
- Develops media releases/event minutes on Project-related activities;
- Provides inputs to communications and promotion products and materials;
- Ensures accurate information and quality support to the development and dissemination of the public campaign;
- Promotes RAI mission and values at meetings and other regional events, in particular human rights-based approach and gender equality.

People Management:

- Participates in the recruitment and selection of Project-related experts and other staff, as required;
- Takes lead in preparation of contracts for experts and other related staff and makes sure the objectives of assignment are met within set deadlines and quality.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications and skills:

- Citizenship of Bosnia and Herzegovina;
- University degree in management, business administration, public administration or public relations (alternatively, University degree in other social sciences field supported by relevant experience in project development and implementation may be accepted);
- Minimum of 3 years of working experience in implementation of development projects in public sector or civil society in the SEE region. Experience in implementation of projects in justice and home affairs sector would be considered an advantage;
- Work experience in development and implementation of projects, including management of administrative and logistical matters (preferably on EU-funded projects);
- Experience in assignments related to organization of conferences, workshops, and/or training programs;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society;

- Experience in communication, visibility, outreach and public relations, including design, implementation, monitoring and evaluation of public awareness campaigns;
- Track record of similar assignments with donor-funded projects in the SEE region would be considered an asset;
- Familiarity in working with anti-corruption issues would be considered a strong asset;
- Excellent knowledge of English, both written and oral;
- Computer literacy (ability to operate Content Management System would be considered an advantage).

Competences:

- Excellent communication, planning and organizational skills with ability to maintain confidentiality in all aspects of work;
- Ability to work in demanding environment and within limited time frames;
- Work well independently and in teams to achieve collective goals through active participation;
- Ability to present ideas and plans clearly using the available resources;
- Focus on impacts and results for the partners 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 favouritism.

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 3 years of work experience in a similar role in SEE region-qualifying criteria (no points to be allocated);
- Work experience in development and implementation of projects, including management of administrative and logistical matters (preferably on EU-funded projects) - 15 %;
- Experience in assignments related to organization of conferences, workshops, and/or training programs – 15%;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in SEE - 10%;
- Experience in communication, visibility, outreach and public relations, including design, implementation, monitoring and evaluation of public awareness campaigns – 10%
- 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: €22.430

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.