



REGIONAL ANTI-CORRUPTION INITIATIVE

Vacancy Announcement

Job title:	Head of Secretariat
Duty Station:	Sarajevo, BiH (with travel in the SEE and EU region)
Type of position:	Core staff/International staff
Language:	English
Eligibility:	Citizens of Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro ¹
Contract type:	Fixed-term Employment Contract
Mandate duration:	2 years, subject to renewal upon approval by the Steering Group
Application deadline:	February 28, 2021 (23:59 CET)
Starting date:	ASAP, not later than June 1, 2021
Applications to be submitted to	vacancy@rai-see.org (please indicate the position you are applying for in the email subject line)

1. 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 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. The Secretariat adopts human rights-based approach and promotes anti-discrimination by

¹ * In accordance with point 2.1. of the [Office Policies Manual](#) and Chapter 5 of [Terms of References of RAI Secretariat](#).

* 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.

promoting the impact of corruption is looked at from perspectives including gender, disability and poverty.

2. SCOPE OF WORK

The Head of Secretariat provides leadership and sets the direction of RAI Secretariat's strategic and policy development. The incumbent represents the Secretariat and promotes the achievements of RAI and its member states. He/she has the executive authority for Secretariat's operations and programmes. The incumbent is a core member of the Secretariat and reports to and maintains open communication with RAI Steering Group and the Chairperson.

Main Duties and Responsibilities

Strategic leadership:

- Implements the mandate and the mission of the Regional Anti-corruption Initiative;
- Maintains close strategic dialogue with RAI Member States, Observers, regional and international organisations, CSOs and other counterparts and stakeholders;
- Submits Secretariat Work Plans and Work Plan Evaluation Reports to the Chairperson and the Steering Group for review and adoption;
- Acts as a spokesperson of the organisation and represents the organisation in meetings with the governments, regional and international organisations and CSOs;
- Proposes strategic direction and strategic objectives of the Regional Anticorruption Initiative to the Steering Group;
- Ensures RAI's focus on priority areas in anti-corruption in the SEE region and provides expert advice and recommendations;
- Has a pivotal role in cooperating with law enforcement, preventive, judicial and other anti-corruption bodies in member states, observers and other RAI partner states;
- Promotes RAI values.

Management:

- Performs overall direction, supervision and management of the Secretariat;
- Exercises executive authority with regard to finances, staff operations, and staff management;
- Oversees the Secretariat's programmatic aspects inclusive of monitoring and reporting;
- Keeps the RAI Steering Group and Chairperson fully informed of all significant operational, financial and other matters relevant to the Organisation;
- Strengthens the organisation's capacities by further development of organisational policies, promoting professional growth and expanding the scope of operations;
- Establishes and maintains a framework for the delegation of tasks and responsibilities to maximize resource allocation and utilization;

- Coordinates expertise and policy aspects of the Secretariat with other professional organisations, projects and stakeholders to ensure synergies and avoid overlapping;
- Adheres to standards and rules of conduct associated with the position.

People management:

- Creates a culture of continuous improvement and provides direction, guidance and support to assist in performance improvement and the accomplishment of business objectives;
- Leads and creates an inspiring, motivating and high performing team environment with regular, honest and open communication;
- Recognizes successful performance by rewarding individual and team accomplishments;
- Supports the development of individuals to help improve their performance and develop their career;

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Head of Secretariat must meet the following requirements:

I. Academic Qualifications:

- University degree in Law, Criminal Justice, Political Science, International Relations or a related field.

II. Qualifications and skills:

- At least seven years of professional experience in law, law enforcement, legislative, judicial or related anti-corruption fields with at least two years of experience at executive positions with knowledge of and experience in the SEE region;
- Expert level experience with international organizations or bodies with anticorruption competences;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in the SEE region;
- Familiarity with the political, social, economic and security landscape in South East Europe;
- Knowledge of human resource management;
- Fluency in English both written and oral and at least one other language of the region;
- Computer literacy.

III. Competencies:

- Setting the strategic direction of the Secretariat in response to the needs of relevant stakeholders;

- Developing people to improve their performance and fulfil their potential;
- Motivating people to achieve efficiency in working towards the team and organization's goals and deliverables;
- Acting proactively and to respond positively, creatively and constructively to changing situations and new demands;
- Demonstrating political sensibility and distinguish the complexity of interests in a multi-stakeholder environment.
- Excellent communication, planning and organizational skills.

IV. 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. APPLICATION REQUIREMENTS

Eligibility: citizens of Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova and Montenegro.

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

- Curriculum Vitae (CV);
- Cover Letter stating 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 (indication in the CV or in the Cover Letter is sufficient).

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:

Technical Evaluation – 50%

- Education – qualifying criteria (no points to be allocated);

- At least seven years of professional experience in law, law enforcement, legislative, judicial or related anti-corruption fields with at least two years of experience at executive positions – qualifying criteria (no points to be allocated);
- Expert level experience with international organizations or bodies with anticorruption competences – 25%
- Experience at executive positions with knowledge of and experience in the SEE region – 10%
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in the SEE region – 10%
- Knowledge of human resource management – 5%

Interview – 50%.

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

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

6. CONDITIONS OF THE CONTRACT

Selected candidate is expected to start working **as soon as possible** but not later than June 1, 2021.

This is a full-time position. Initial appointment of Head of Secretariat will be for two years, subject to renewal upon approval of the Steering Group.

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

- Annual gross salary: €48.000;
- Relocation budget for arrival and departure;
- Health insurance in Bosnia and Herzegovina for the employee and its dependants.
- Travel health insurance;
- Monthly child allowance for children under 18 years of age;
- Diplomatic status in Bosnia and Herzegovina.

Holidays: 30 days annual leave, holidays observed by the Secretariat (available at the following [LINK](#)), national public holidays in employee's respective country 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.

7. HOW TO APPLY

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.

Full applications with supporting documents shall be sent by midnight of February 28, 2021 (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 shortlisted for an interview.

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.