



**Vacancy Number: 006-019**  
**Category: RCC Official**  
**Type of Appointment: Fixed-term**  
**Department: Programme Department**  
**Location: Sarajevo, Bosnia and Herzegovina**  
**Vacancy issued: 21 June 2019**  
**Deadline for application: 22 July 2019**

**Terms of Reference for an Expert on Human Capital Development of the Regional  
Cooperation Council Secretariat  
(RCC)**

**Background**

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). RCC's activities are guided by its triannual Strategy and Work Programme and the South East Europe (SEE) 2020 Strategy, as its integral part and a principal working document until 2020. At the Trieste Summit of the Berlin process (12<sup>th</sup> July 2017), WB6 leaders endorsed the *Multi-annual Action Plan on Regional Economic Area* (hereinafter: MAP REA), prepared and coordinated by RCC with Education and Research Policy being addressed under the Mobility Competent of MAP REA.

The RCC consists of 46 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and Liaison Office in Brussels. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department. The organisation maintains close working relations with all relevant actors, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

**Outline of the position**

The Human Capital Development Expert implements and supports the work of RCC pertaining primarily to education and research policies by providing analytical and technical inputs on strategic documents for the development of RCC's long-term strategies and annual work programmes. He/she coordinates and supports the work pertaining to education and research, by implementing the RCC policy interventions and activities, and coordinating and monitoring its implementation. Furthermore, the Human Capital Development Expert also directs the operational plans in some of the above mentioned policy areas. In

addition, the Human Capital Development Expert will need to follow and support the activities of RCC in other policy areas under the Human Capital Development, namely youth, women and employment policies.

The Human Capital Development Expert will be directly responsible for:

- (1) Supporting the development of strategic long-term approach to RCC's work pertaining to education and research in line with the RCC mission and broad aims and goals set out in the MAP REA; supporting strategic development of the Human Capital Development portfolio of RCC in line with the RCC triannual Strategy and Work Programme;
- (2) Implementation and operationalisation of RCC policy interventions and activities by providing analytical and technical inputs in line with the long-term strategic approach to education and research policies of RCC;
- (3) Coordination and implementation of operational plans on education and research policy areas;
- (4) Supporting the establishment, guidance and facilitation of RCC regional platforms in the areas of education and research as required by strategic documents and operational and implementation plans;
- (5) Liaising with the national authorities, the Regional Dimension Coordinators, European Commission, particularly the relevant line DGs, and other relevant national, regional and international partners to ensure coordinated implementation of the activities with actors involved;
- (6) Supporting the planning, coordination and implementation of activities related to youth, women and employment policies, and other policy areas relevant to the Human Capital Development portfolio of RCC;
- (7) Participating in the regular and on-going processes of programming, monitoring and reporting of activities of RCC.

The Human Capital Development Expert works in the Programme Department of the RCC Secretariat in Sarajevo.

### **Reporting**

The Human Capital Development Expert reports directly to the Head of the Programme Department and to the SEE 2020/MAP REA Coordinator in matters related to the implementation of the RCC Strategy and Work Programme, and works under the overall guidance of the Secretary General.

The Senior Human Capital Development Expert and the Human Capital Development Expert propose specific division of responsibilities for implementation of the operational and implementation plans in particular policy areas under the Human Capital Development portfolio. The Senior Human Capital Development Expert and the Human Capital Development Expert coordinate and exchange information on regular basis to ensure consistent long-term approach to RCC's work and successful implementation of operational and implementation plans in all policy areas covered by the Human Capital Development portfolio.

He/she coordinates with other Senior Experts and Experts in the Programme Department to ensure common strategic direction and cooperation framework of RCC and consistency of the programming process, as well as development of cross-policy approaches followed by operational and implementation plans in areas where cross-policy approach brings most benefits.

### **Duties and Responsibilities**

Summary of key functions:

1. Supporting the development of strategic long-term approach to RCC's work pertaining to education and research in line with the RCC mission:
  - Provides analytical and technical inputs to the long-term approach to RCC's work pertaining to education and research policies in line with the RCC mission and broad aims and goals set out in the RCC's Strategy and Work Programme 2020 - 2021;
  - Supports coordination and implementation of operational plans to education and research policies, as well as direct implementation of plans in some of the above mentioned policy areas;
  - Provides review, analysis and recommendations on current regional and EU trends in the area of education and research either for information or for action.
  
2. Implementation and operationalisation of RCC policy interventions and activities by providing analytical and technical inputs in line with the long-term strategic approach to education and research of RCC:
  - Implements and operationalises RCC policy interventions and activities in the areas of education and research policies in line with the RCC long-term strategic approach;
  - Provides input, analysis and recommendations on operational and implementation plans for the RCC policy interventions and activities in the area of education and research;
  - Prepares and attends meetings on behalf of RCC and follows up on agreed actions.
  
3. Coordination and implementation of operational plans to education and research as well as direct implementation of plans in some of the above mentioned policy areas:
  - Coordinates and supports implementation of operational plans in the areas of education and research policies;
  - Implements operational plans in some of the policy areas in line with the division of responsibilities between the Senior Human Capital Development Expert and Human Capital Development Expert;
  - Supports budget execution of activities in the areas of education and research in line with the RCC financial procedures and regulations.
  
4. Supporting the establishment, guidance and facilitation of RCC regional platforms in the areas of education and research and development as required by strategic documents and operational and implementation plans:
  - Supports establishments of relevant regional platforms and technical/working structures to execute the activities in the areas of education, research and development;
  - Coordinates closely activities with relevant national, regional and international partners, including the European Commission structures and line DGs that may be active in the respective areas.
  
5. Liaising with the national authorities, the Regional Dimension Coordinators and other relevant partners to ensure coordinated implementation of the activities with actors involved:
  - Maintains close and constructive working relationships with all relevant partners;

- Supports RCC's relationships with the national authorities and regional partners and other stakeholders, ensuring full understanding, cooperation and a perfect fit of the activities with the key needs of RCC participants;
  - Ensures full understanding, cooperation and, wherever possible, synergy of the activities with other efforts of regional and international organisations, including the European Commission structures and line DGs in the relevant policy area.
6. Participating in the process of programming, monitoring and reporting of activities:
- Prepares materials and inputs for the programme documents and reports required for the purposes of a) resource mobilisation, b) building collaboration with partners, and c) reporting to donors, implementation partners and the public;
  - Monitors regularly and ensures timely and adequate implementation of the action plans; prepares programme progress reports for approval of the RCC Board, donors and other stakeholders.
7. Supporting the planning, coordination and implementation of activities related to youth, women and employment policies, and other policy areas relevant to the Human Capital Development portfolio of RCC:
- Supports planning and coordination of activities in other policy areas relevant to the Human Capital Development portfolio of RCC;
  - Supports implementation and implements independently parts of the operational plans and activities in other policy areas relevant to the Human Capital Development portfolio of RCC;
  - Supports strategic development of the Human Capital Development portfolio of RCC;
8. General representation: Representing the RCC and other tasks:
- Represents the RCC at relevant meetings and conferences;
  - Prepares briefing documents for RCC Secretary General, RCC Deputy Secretary General and RCC staff;
  - Ensures that the outputs produced within priority areas maintain high-quality standards, that reports are clear, objective and based on comprehensive data; ensures that all his/her outputs meet required standards before completion to ensure they comply with the relevant mandates;
  - Assumes other related tasks within their competence, as directed by the RCC Secretary General or Deputy Secretary General.

## **Competencies**

### **a. Functional Competencies:**

#### Advocacy/Advancing a Policy-Oriented Agenda: Preparing information for advocacy

- Identifies and communicates relevant information for a variety of audiences for advocating RCC's mandate

#### Results-Based Programme Development and Management: Contributes to results through primary research and analysis

- Assesses performance to identify success factors and incorporates best practices into work
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of programme implementation

#### Building Strategic Partnerships: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyses and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches: Enhancing processes or products

- Generates new ideas and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies/best practices/new approaches

Promoting Organisational Learning and Knowledge Sharing: Basic research and analysis

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies and new approaches

Job Knowledge/Technical Expertise: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organisational policies and procedures relating to the position and applies them consistently in work tasks
- Analyses the requirements and synthesises proposals
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Regional Leadership and Advocacy for RCC's Goals: Preparing information for global advocacy

- Identifies and communicates relevant information for advocacy for RCC's goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for RCC's mandate

Client Orientation: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organises and prioritises work schedule to meet client needs and deadlines

General representation: Representing the RCC and other tasks

- Ability to communicate key messages in a manner appropriate for different audiences and occasions
- Able to provide appropriate supporting materials, including visual aids and power point presentations, adjusted to the needs of different audiences and occasions

**b. Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Demonstrating corporate knowledge and sound judgment
- Treating all people fairly without favouritism
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control

- Managing conflict
- Learning and sharing knowledge and encouraging learning of others; promoting learning and knowledge management/sharing is the responsibility of each employee
- Informed and transparent decision-making

### **Key Requirements:**

- A Master's degree or equivalent in political science, social sciences, humanities, economics, law or other subject of relevance for the position is a requirement;
- A minimum of 7 years of professional experience in education and/or research policy development in SEE region; experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset;
- In-depth knowledge of SEE region and experience of regional cooperation in the SEE in education and/or research policy, EU enlargement and other relevant policies;
- Knowledge of and experience in managing all stages of project cycles, from outlining the concept, to project implementation and monitoring will be considered an asset;
- Experience in reporting is required; proven record in writing and editing analytical work (reports, publications, articles) and experience in collecting, interpreting and analysing quantitative and qualitative data will be considered an advantage;
- Excellent communication skills; proven fluency in oral and written English is required; the candidate will be expected to speak at conferences and meetings organised by the RCC or when invited to represent the RCC; knowledge of SEE languages and other EU languages will be considered an asset;
- Ability to work both independently and as part of a team in a multicultural environment is essential;
- Fully computer literate.

### **Location / Contract**

The holder of the position will be based in the RCC Secretariat in Sarajevo. She/he could expect that substantial time, minimum of 30% of full-time, would be spent on business-related travel.

### **Application Rules**

- Qualified candidates are invited to send their cover letter and CV (both in English) by 22 July 2019 by 17:00 hrs via e-mail to [jobs@rcc.int](mailto:jobs@rcc.int).
- Only short-listed 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, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

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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.