



VACANCY NOTICE

Job title	Project Officer
Duty Station	Sarajevo, BiH (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 agreement
Contract duration:	34 months with 3-month probation period
Application deadline:	December 20, 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)

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 is implementing a 3-year regional project titled "Southeast Europe - Together Against Corruption (SEE-TAC)", funded by the Austrian Development Agency (ADA), and in partnership with the United Nations Office on Drugs and Crime (UNODC).

The overall project goal is to contribute to strengthened resilience of the SEE societies to corruption, by strengthening the capacity of governments, civil society organizations (CSOs), the private sector (PS) and the media to prevent and fight corruption.

To achieve the project goal, the Programme is designed to deliver six results (outcomes). By the end of the Programme, it is expected that targeted jurisdictions will have strengthened their corruption risk assessment (1) and corruption proofing of legislation mechanisms (2); that the regional framework

* 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.

for cooperation on data exchange in asset disclosure will be fully operational (3); that the general public in the region is better informed about prevention of corruption and the work of relevant entities (4); that CSOs and other relevant stakeholders will have increased and furthered their capacities, knowledge and engagement on UNCAC implementation (5) and that CSOs, SMEs and Chambers of Commerce have enhanced their knowledge and cooperation in the areas of collective action and compliance (6). Direct beneficiaries of the Programme are the representatives of national ministries and anti-corruption agencies, civil society, private sector and relevant partner umbrella organizations, such as the SELDI network and the UNCAC Coalition.

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 Chief Program and Communications Officer, and under executive authority of the Head of Secretariat, the Project Officer will be responsible for the implementation of the Programme outcomes 1, 2, 3, and partially 4, inclusive of implementation of the Programme communications plan, with the prime responsibility of effective coordination and monitoring, so that risks are effectively handled and that the Programme achieves the planned results. This will include cooperating with relevant public institutions and government officials in the region, as well as working with international organizations active in the field of anti-corruption on implementation of Programme. In this role, the Project Officer will be supported by RAI Secretariat's resident Senior Anti-Corruption Advisor who will be in charge of providing in-house anti-corruption expertise.

The assignment will require frequent travel in the region, in accordance with restrictions caused by the outbreak of COVID-19.

Duties and Responsibilities

Programme Implementation:

- Acts as a focal point for project beneficiaries and maintains cooperation with stakeholders, in collaboration with other team members in RAI Secretariat and the UNODC;
- Ensures adherence to relevant logframe objectives, action plans and budgets and quality assurance of implemented outputs;
- Assists Chief Program and Communications Officer to collect project cycle information in order to timely produce progress reports;
- Implements Programme activities in close cooperation with the Senior Anti-corruption Adviser and contributes to Programme monitoring and reporting;
- Acts as event organizer of the Programme through organization and coordination of regional working groups, conferences, workshops, webinars and training programs;
- Facilitates agenda development and communication with beneficiaries;
- Coordinates with and supports Chief Finance and Operations Officer for administrative, technical and financial management of the Programme; especially ensures verification of invoices, cash

advances, reimbursements, and purchase orders in accordance with Donor and RAI terms and conditions;

- Administers procurement processes related to implementation of the Programme in accordance with donor and RAI procurement guidelines;
- Participates and presents the Programme internally and in inter-agency meetings as needed;
- Performs other relevant tasks related to Programme implementation.

Partnership Development and Communication

- Establishes effective relations and maintains communication with Programme beneficiaries, donors and key partners (multi-sectoral, government and nongovernment) at national and regional levels;
- Promotes RAI mission and values at meetings and other regional events, in particular human rights-based approach and gender equality;
- Takes lead in the development of press releases/event minutes on Programme-related activities;
- Takes lead in development of periodic Programme updates (e.g. newsletters, news pieces, success stories) for beneficiaries and stakeholders, and disseminates them via different channels;
- Provides inputs to communications and promotion products and materials, to ensure accurate information and quality.

People Management

- Participates in the recruitment and selection of project(s) 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

I. Education:

- University degree in management, business administration or public administration (alternatively University degree other field supported by substantive relevant experience in project development and implementation may be accepted);

II. Experience and skills:

- Minimum of 3 years of working experience in **implementation of development projects** in public sector or civil society. Experience in implementation of projects in justice and home affairs sector would be considered an advantage;
- Work experience with international organizations or bodies with anticorruption competences and familiarity in working with anti-corruption issues would be considered as a strong advantage;
- Work experience on administrative and logistical matters related to project implementation;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations and civil society;
- Knowledge and experience in project cycle management, with specific experience related to project reporting;

- Experience in assignments related to organization of conferences, workshops, and/or training programs;
- Experience in communication, visibility, outreach and public relations;
- Track record of similar assignments with donor-funded projects in the SEE region would be considered an asset;
- Familiarity and experience with ADA would be considered an advantage;
- Excellent knowledge of English, both written and oral;
- Computer literacy.

II 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(s) deadlines are met.

III. 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

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

1. Curriculum Vitae (CV);
2. Cover Letter demonstrating applicant's motivation and how applicant's experience and competencies match those required by the Vacancy;
3. Information on availability/commencement date;
4. Information on citizenship.

5. EVALUATION OF APPLICATIONS

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

Candidate applications will be evaluated using a cumulative analysis method taking into consideration the combination of the applicant's experience, education, and qualifications. Late and incomplete applications will not be taken into consideration. The contract will be offered to the applicant whose application has been evaluated and determined as responsive/compliant/acceptable, and having received the highest score out of the technical criteria defined below.

Criteria:

Technical evaluation (documents-based) – 60%:

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

- Minimum 3 years of work experience in a similar role in the SEE region-qualifying criteria (no points to be allocated);
- Working experience in implementation of development projects in public sector or civil society, with focus on administrative and logistical matters related to project implementation: 25%
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in SEE: 10%;
- Experience in assignments related to organization of conferences, workshops, and/or training programs: 10%
- Experience in communication, visibility, outreach and public relations: 10%
- Work experience with international organizations or bodies with anticorruption competences and familiarity in working with anti-corruption issues: 5%
- Familiarity and experience with ADA-funded projects: + 3%

Interview – 40 %

Top 5 candidates (with the highest number of points in the experience/qualifications and education evaluation) will be considered for an interview. Interviews may include one or more of the following: written test, ability tests, behavioral questionnaires, job-related examinations, situational exercises and language tests.

Five candidates receiving the highest score in the technical 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 (60% of the total score) and interview (40% of the 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 December 20, 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 December 31, 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.