



## Vacancy Announcement

<b>Job title</b>	Finance and Administrative Officer (Maternity Cover)
<b>Duty Station:</b>	Sarajevo (with travel in the SEE region)
<b>Type of position</b>	Core staff/Resident
<b>Language:</b>	English
<b>Eligibility</b>	Citizens of Bosnia and Herzegovina
<b>Contract type:</b>	Fixed-term employment agreement
<b>Contract duration</b>	1 year (maternity cover)
<b>Application deadline:</b>	March 17, 2019 (23:59 CET)
<b>Starting date:</b>	ASAP
<b>Applications to be submitted to</b>	<a href="mailto:vacancy@rai-see.org">vacancy@rai-see.org</a> (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, Macedonia, Moldova, Montenegro, Romania and Serbia.

RAI's mission is to lead regional cooperation to support anti-corruption efforts by providing a common platform for discussions through sharing knowledge and best practices.

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

## **2. SCOPE OF WORK**

The Finance and Administrative Officer (F&A Officer) is a core RAI Secretariat's staff member who is in charge of planning and executing all financial activities in the Secretariat in accordance with relevant laws, internal and donors' financial policies and procedures.

He/she conducts all activities related to the financial management, accounting and record-keeping of the Secretariat, including the preparation of operational and programmatic budgets and financial reports to the Steering Group and donors, as well as the oversight of the execution of RAI budgets and all projects' related budgets, and is in charge of ensuring proper preparation for external financial audits.

The Finance and Administrative Officer administers payroll and contributions and tax reporting for all international and local staff in accordance with national legislation and internal procedures.

The Finance and Administrative Officer facilitates recruitment processes and administers all types of contracts related to staff, temporary staff and interns. Additionally, the F&A Officer facilitates annual staff performance evaluation and processes related to retention and development of staff. He/she maintains personnel files of staff members and temporary staff, ensuring their confidentiality, and ensuring that all employees have contracts and job descriptions. Also, he/she maintains and updates the attendance record for all staff: annual leave, sick leave, compensation leave, maternity/paternity, etc. as defined in the Office Policies Manual.

He/she implements appropriate Secretariat's office policies and provides guidance and clarification to staff accordingly.

The Finance and Administrative Officer is in charge of logistical aspects in organization of conferences, workshops and other Secretariat's events.

He/she establishes, maintains and updates shared documents, filing system and inventory list.

The Finance and Administrative Officer oversees activities of project staff.

The Finance and Administrative Officer provides general support to the Chairperson and the Steering Group, as coordinated by the Head of Secretariat.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**The Finance and Administrative Officer must meet the following requirements:**

### I Academic Qualifications:

- A Bachelor's degree or equivalent (240 ECTS period) in Management or Economics.

## II Experience:

- At least four years of working experience, preferably with an international organization and at least two years of professional experience on financial matters;
- Demonstrated experience in developing, executing and monitoring of complex program and project budgets;
- Demonstrated 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;
- Demonstrated experience with donor-funded projects in the region would be considered an asset.

## III Competencies and Skills:

- Have excellent communication and writing skills in English, and be competent in the use and application of information technology;
- Have strong planning and organizational skills;
- Be able to work in a demanding environment and within limited time frames;
- Be able to resolve difficult or complicated challenges;
- Work well independently and in teams to achieve collective goals through active participation.

## IV Values:

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treat all people fairly without favouritism;
- Fulfil all obligations related to gender sensitivity and zero tolerance for harassment.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE APPLICATIONS**

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

- 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 nationality.

## **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 criteria – qualifying/disqualifying criteria (no points to be allocated);
- At least 4 years of relevant working experience - qualifying/disqualifying criteria (no points to be allocated);
- Work experience in international organization(s) on similar matters – 20%;
- Professional experience on financial matters – 15%;
- Experience in organization of conferences, workshops and/or training programs: 10%;
- Work experience with different stakeholders: government institutions, public officials, international organizations, and civil society: 5%;
- Experience with donor-funded projects in the region: +3%;
- Interview – 50%.

Eight 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 contract 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 full-time and fixed-term contract for a maternity cover.

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

Annual gross salary: €31,300

Holidays: 24 days annual leave + 2 days for observance of other holidays + holidays observed by the Secretariat.

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

RAI Secretariat fosters an employee friendly environment with a strong team spirit.

## **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](mailto: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 March 17, 2019 (23:59 CET) by email to RAI Secretariat ([vacancy@rai-see.org](mailto: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 March 29, 2019.

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.