



# REGIONAL ANTI-CORRUPTION INITIATIVE

## Vacancy Announcement

<b>Job title</b>	Senior Anti-corruption Advisor
<b>Duty Station:</b>	Sarajevo, BiH (with frequent travel in the SEE region and EU)
<b>Type of position</b>	International staff/Core staff
<b>Language:</b>	English
<b>Eligibility</b>	Citizens of Albania, Bosnia and Herzegovina, Croatia, Moldova, Montenegro, Romania and Serbia*
<b>Contract type:</b>	Fixed-term Contract
<b>Contract duration</b>	2 years, subject to renewal upon approval by the Steering Group
<b>Application deadline:</b>	February 26, 2023 (23:59 CET)
<b>Starting date:</b>	May 01, 2023
<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, Moldova, Montenegro, North Macedonia, Romania and Serbia; and three observers: Poland, Georgia and Slovenia.

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 organization adopts human rights-based approach and promotes anti-discrimination. The impact of corruption is looked at from different perspectives including: gender, youth disability and poverty.

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

The Secretariat strives to:

- serve as the main focal point for regional anti-corruption cooperation in SEE through the coordination, facilitation and dissemination of best practices and lessons learned as well as through the interaction and coordination among member states and between member states and other international partners;
- act as a regional Anti-corruption Resource Center for the countries of the SEE region;
- enable better integration and implementation of international legal instruments concerning the prevention and fight against corruption.

## **2. SCOPE OF WORK**

Under the direct supervision of the Head of Secretariat, the Senior Anti-corruption Adviser leads expert and policy aspects of the Secretariat. She/he is responsible for providing legal and law enforcement expertise on anti-corruption to the Head of the Secretariat, and to the Chairperson and the Steering Group; and, establishing and maintaining relations with law enforcement, preventive, judicial and other anti-corruption bodies in member states, other RAI partner states, representatives of international organizations, and non-governmental organizations.

The incumbent is a core member of the Secretariat.

### **Main Duties and Responsibilities**

#### **Expertise:**

- Has a lead expert role in the development of the Organization's Work Plan and implementing the objectives and activities stipulated by the Work Plan;
- Cooperates with law enforcement, preventive, judicial and other anti-corruption bodies in member states, observers and other RAI partner countries;
- Provides expert advice and input in formulating and implementing the strategic direction and strategic objectives of the Regional Anti-Corruption Initiative
- Participates, in close cooperation and coordination with the Chief Program and Communications Officer, in the development and drafting of project proposals;
- Provides expertise and drives policy development elements of projects and programs;
- Is responsible for technical advice and guidance on anti-corruption and for technical contributions to regional training programs conducted by RAI;
- Participates and represents the Secretariat in anti-corruption events, as required.

#### **Partnerships:**

- Has a pivotal expertise role in establishing and maintaining relations with other international and regional organizations, non-governmental organizations, and other stakeholders dealing with anti-corruption;
- Supports the organization and participates in meetings with donors and partners.

## **Management:**

- In the absence of the Head of the Secretariat, assumes the role of the Acting Head of Secretariat;
- Supervises, provides guidance and know-how to RAI interns, and assesses their achievements.

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

In addition, performs all tasks relevant to the position of the Anti-corruption expert(s), in cases of non-recruited or absence of anti-corruption expert(s) at the operational level.

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

#### **The Senior Anti-corruption Advisor must meet the following requirements:**

##### I Academic Qualifications:

- A university degree in Law, Criminal Justice, Political Science or Security studies.

##### II Experience:

- Five years of professional experience in law, law enforcement or related anticorruption field;
- Expert level experience with international organizations or bodies with anticorruption competences;
- Solid knowledge of UN, OECD, European Commission, and Council of Europe standards related to anti-corruption;
- Fluency in English, both written and oral, and at least one other language of the region;
- Computer literacy;

##### III Competencies:

- Ability to develop and maintain partnerships, internally and outside the organization;
- Be able to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Have strong organizational skills and be capable of initiative and innovation;
- 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;
- Treat all people fairly without favouritism;

#### 4. APPLICATIONS REQUIREMENTS

**Eligibility:** citizens of Albania, Bosnia and Herzegovina, Croatia, Moldova, Montenegro, Romania and Serbia.

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

- Curriculum Vitae (CV);
- Cover Letter demonstrating the applicant's motivation and how the applicant's professional experience, competencies and values match those required by the Vacancy;
- Contact details of two professional referees familiar with the applicant's work experience and who can be contacted (details shall include email address, phone number and nature of the professional relationship );
- Information on nationality (indication in the CV or in the Cover Letter is sufficient)
- Information on availability/commencement date.

Please, note that only applications providing all required information and documents will be considered.

#### 5. EVALUATION OF APPLICATIONS

RAI applies a fair and transparent selection process that takes into account the 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 5 years of work experience in a similar role - qualifying criteria (no points to be allocated);
- Expert level experience with international organizations or bodies with anticorruption competences – 20%
- Solid knowledge of UN, OECD, European Commission, and Council of Europe standards related to anti-corruption – 20%
- Demonstrated strong organisational skills and experience in establishing and maintaining partnerships with different stakeholders, government institutions, international organisations and civil society – 10%

## Interview – 50%

Five candidates receiving the highest score in the technical evaluation process shall be shortlisted for an interview.

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

## **6. CONDITIONS OF THE CONTRACT**

The selected candidate is expected to start working not later than May 1, 2023 or as soon as possible.

The initial appointment of a Senior Anti-corruption Advisor will be for two years, subject to mandate 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: €38.400;
- Relocation budget for arrival and departure;
- Health insurance in Bosnia and Herzegovina for the employee and their 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 the 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. ADDITIONAL INFORMATION**

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 submitting applications. All questions received and related answers will be published on the RAI website in order to give fair, transparent and equal treatment to all applicants. Information on senders will not be disclosed.

## **8. HOW TO APPLY**

Full applications with supporting documents shall be sent by midnight of February 26, 2023 (23:59 CET) by email to the RAI Secretariat ([vacancy@rai-see.org](mailto:vacancy@rai-see.org)). Applications submitted by other means (e.g. by fax, via post, in person) shall not be considered.

The 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.