



Vacancy Announcement

Job title	Head of Secretariat
Duty Station:	Sarajevo (with travel in the SEE region)
Type of position	Core staff/International staff
Language:	English
Eligibility	Individuals from Albania, Bulgaria, Croatia, Macedonia, Montenegro, Romania, Serbia*
Contract type:	Service Contract
Contract duration	2 years, subject to renewal upon approval by the Steering Group
Application deadline:	November 1, 2016 (23:59 CET)
Starting date:	ASAP
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 a permanent intergovernmental regional organization comprised of nine member countries from South East Europe: 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 serves as the center for regional anti-corruption cooperation in South Eastern Europe (SEE) through coordination, facilitation and dissemination of best practices and lessons learned. It facilitates regional cooperation and efforts in curbing corruption in SEE by building on existing actions, though 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.

* In accordance with point 2.2. of the [Office Policies Manual](#) and Chapter V of [Terms of References of RAI Secretariat](#)

2. SCOPE OF WORK

The Head of Secretariat is a core RAI Secretariat's staff member who is responsible, in consultation with the Chairperson and Steering Group, for the overall supervision and management of the Secretariat, to include its initial establishment and subsequent operations.

Head of Secretariat is responsible for establishing and maintaining relations with RAI's counterparts in regional states, other RAI partner states, representatives of international organizations, and non-governmental organizations.

Head of Secretariat identifies, develops and implements new and improved policies and ways of working to support achievements of the strategic objectives of the Regional Anti-Corruption Initiative, in cooperation with the Anti-corruption Expert coordinates the activities of the Secretariat in order to ensure the achievement of the Work Plan objectives, as set and approved by the Steering Group.

Head of Secretariat intercedes on all serious problems in the workplace disputes and other related matters. He/she resolves issues related to staff rights, responsibilities and duties regarding employment in accordance with applicable laws and other regulations and provides guidance, support and advice to members of the team as necessary;

Head of Secretariat coordinates expertise and policy aspects of projects implementation and oversees project monitoring and reporting.

Head of Secretariat leads the effective allocation and organization of the day to day work within the Secretariat, including planning and optimizing the use of financial and material resources, and oversight of all financial operations of the office.

Head of Secretariat manages the performance and ongoing development of all Secretariat staff, including establishment of clear, measurable objectives, ongoing feedback and regular reviews.

Head of Secretariat delegates authority to fulfil the operational components of the aforementioned duties.

Head of Secretariat ensures cooperation and contacts with the Regional Cooperation Council in relation with the anti-corruption issues concerning the region, whenever necessary, in coordination with the Chairperson.

Head of Secretariat conducts annual performance evaluation of all Secretariat staff;

Head of Secretariat promotes and monitors gender equality in all actions taken by the Secretariat.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Head of Secretariat must meet the following requirements:

I. Academic Qualifications:

- A university degree in Law, Criminal Justice, Political Science, International Relations or related fields. A higher university degree would be considered as a strong advantage;

II. Experience:

- Have seven years of professional experience in law, law enforcement, legislative, judicial or related anti-corruption fields;
- Have solid knowledge and working experience in the international multilateral arena and with national and international organizations involved in anti-corruption, with an operational role rather than representation;
- Previous experience on managerial positions;
- Previous experience in cooperating with Regional Anti-corruption Initiative and the Regional Anti-corruption Initiative Secretariat would be considered an asset.

III. Competencies:

- Have excellent communication and writing skills in English and at least one other language of the region, and be competent in the use and application of information technology;
- Be thoroughly versed in the political, social, economic and security landscape in South East Europe;
- Have strong organizational skills, be able to motivate and direct the Secretariat's staff as a coherent team;
- Be capable of initiative and innovation in developing the Secretariat into a valued asset of the Regional Anti-corruption Initiative;
- Be able to work in a demanding environment and within limited time frames.
- Be able to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Be able to resolve difficult or complicated challenges;
- Promote cooperation and commitment within a team to achieve goals and deliverables;

IV Values:

- Demonstrate integrity by modeling 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

All applicants are kindly required to indicate their ***nationality*** in the CV.

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

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 February 1, 2017.

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.

Reallocation budget will be provided. The international health insurance will be provided.

7. How to apply

Please submit CV and cover letter by 23:59 CET on **November 1, 2016** by email to RAI Secretariat (vacancy@rai-see.org). Please indicate the position you are applying for in the email subject line

Qualified women and members of minorities are encouraged to apply.

Applicants will receive feedback on status of the recruitment process not later than November 14, 2016.