



VACANCY ANNOUNCEMENT

Job title	Anti-corruption Expert - Project Manager
Duty station	Sarajevo, Bosnia and Herzegovina
Type of position	International, full time
Language	English
Eligibility	Nationals of RAI member countries
Contract type	Service Contract
Vacancy type	Extra-budgetary
Application deadline	November 18, 2018 (23:59 CET)
Starting date	December 2018 or ASAP
Duration	22 months

1. BACKGROUND

The **Regional Anti-Corruption Initiative (RAI)** is an intergovernmental regional organization with nine member states: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Macedonia, Moldova, Montenegro, 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 South Eastern Europe (SEE).

The **Advice on Individual Rights in Europe (AIRE Centre)** is a non-governmental organisation based in the United Kingdom whose mission is to promote awareness of European legal standards and assist vulnerable and marginalised individuals in asserting them. In the Western Balkans, the AIRE Centre has an unrivalled record for delivering rule of law programmes for more than 15 years. The AIRE Centre works regularly at all levels from justice ministers, interior ministers and supreme courts to the judicial training centres/academies that are responsible for the formation of new judges in six key Western Balkans jurisdictions.

AIRE Centre and RAI Secretariat are implementing a 2-year regional project titled „**Strengthening anti-corruption work in the Southeast Europe through improving asset seizure measures**“. The Regional Project, launched in October 2018, will strengthen the capacity of key institutions (in particular the prosecution, the judiciary, judicial training institutions, law enforcement and asset management agencies) to effectively implement asset recovery measures in cases of corruption and organised crime, by ensuring that the domestic practices align with international and European legislative and regulatory standards in the context of asset recovery, and by strengthening regional and international cooperation in this field.

The project will be implemented with the beneficiaries in the Western Balkans and Croatia, Bulgaria, Moldova and Romania.

The Regional Project is financed by the Foreign and Commonwealth Office of the UK Government and supported by the Rule of Law Programme South East Europe of the Konrad-Adenauer-Stiftung.

* 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.

2. DESCRIPTION AND OBJECTIVE OF THE ASSIGNMENT

Under the guidance of resident RAI Anti-corruption Expert and executive authority of the Head of RAI Secretariat, the Anti-corruption Expert - Project Manager will be responsible for the overall implementation of the Regional Project. He/she will be working closely with RAI Project Administration team, Project Legal Coordinator (AIRE), and will be supported by the National Contact Points (NCPs) and project experts/consultants. The incumbent will ensure effective and efficient implementation of the set project objectives. This will include project content management, as well as support to the RAI and AIRE Centre in the overall project administration.

The Anti-corruption Expert - Project Manager will also be required to deliver effective and efficient administrative management of the Project, and support its financial management.

The assignment will require frequent travel.

Main Duties and Responsibilities

Expertise:

- Provide expertise on anti-corruption with focus on asset recovery;
- Develop and lead development of different expert contents such as briefing papers, teaching materials, analysis, reports, etc. and ensure quality control of all project deliverables;
- Liaise with relevant authorities – beneficiaries in the region;
- Coordinate with relevant stakeholders active in the field of asset recovery;
- Advise and liaise with RAI/AIRE Centre on technical expertise matters;
- Keep track of developments in the asset recovery legal frameworks and propose adjustments to the content and methodology of the project.

Project Management:

- Manage delivery of project outputs in a timely and effective manner;
- Plan and implement project activities in close cooperation with Project Legal Coordinator (AIRE) and RAI Project Administration team;
- Coordinate activities of National Contact Points and project experts/consultants;
- Support the beneficiaries with the implementation of activities;
- Provide substantial input for project reporting and risk management processes;
- Provide substantial input for administration of financial resources allocated to the Project;
- Promote project impact on curbing corruption by ensuring adequate visibility of Project achievements and actions;
- In consultation with Gender Focal Point, ensure that all project activities are gender mainstreamed.

3. REQUIRED QUALIFICATIONS AND SKILLS

- A citizenship of a Regional Anti-corruption Initiative's member country;
- University degree in Law, Criminal Justice, Political Science or Security studies;
- Five years of professional experience in law, law enforcement and asset recovery field;
- At least five years of professional experience in the management and co-ordination of technical co-operation or policy-oriented projects:
 - Demonstrated work experience with different stakeholders: government institutions, public officials and civil society;
 - Demonstrated knowledge and experience in project cycle management;
 - Demonstrated experience in assignments related to drafting of thematic content, organization of conferences, workshops and/or training programs;

- Track record of similar assignment(s) with donor-funded projects in the region;
- Solid knowledge and working experience in the international multilateral arena with national and international organizations involved in anti-corruption;
- Be strongly familiar with European legal and human rights standards;
- Be familiar with UN, OECD, European Commission, and Council of Europe standards related to anti-corruption, fighting organized crime and asset recovery;
- Professional fluency in English both written and oral;
- Computer literacy.

Competences

- Builds strong relationships with stakeholders and partners;
- Able to work as part of the team but also independently;
- Approaches work with energy and a positive, constructive attitude;
- Focuses on impacts and results for the partners and responds positively to feedback;
- 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.

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. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE APPLICATIONS

Interested applicants **must** submit the following documents/information in English:

1. CV;
2. Cover Letter stating how applicant's experience and competencies match those required by the Vacancy;
3. Contact details of two referees familiar with the candidate's work experience and who can be contacted (in English);
4. Availability/Commencement date;
5. Information on nationality.

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. 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:

Relevant experience /qualifications – 40 percentage points

Specific experience in asset recovery field – 10 percentage points

Specific experience in managing and coordination of projects – 10 percentage points

Interview – 40 percentage points

Top five candidates (with 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, behavioural questionnaires, job-related examinations, situational exercises and language tests.

6. CONDITIONS OF THE CONTRACT

Selected candidate is expected to start working in December 2018 or as soon as possible.

Appointment of Anti-corruption Expert - Project Manager will be for 22 months, subject to 3-month probation period and performance evaluation.

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

Relocation budget shall be provided.

Health insurance in Bosnia and Herzegovina and travel health insurance shall be provided.

Attendance and Leave Policies of RAI Secretariat shall be applied.¹

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. Answers will be provided no later than three (3) days before the deadline for submitting proposals. 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 November 18, 2018 (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. Applicants will receive feedback on status of the recruitment process not later than November 30, 2018.

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.

¹ http://rai-see.org/wp-content/uploads/2015/06/Office_Policies_Manual_-Sep2016.pdf