



REGIONAL ANTI-CORRUPTION INITIATIVE

Vacancy Announcement

Job title	Anti-corruption Expert
Duty Station:	Sarajevo (with travel in the SEE region)
Type of position	Core staff/International staff
Language:	English
Eligibility	Citizens of Albania, Bulgaria, Croatia, Macedonia, Moldova, Montenegro and Romania*
Contract type:	Service Contract
Contract duration	2 years, subject to renewal upon approval by the Steering Group
Application deadline:	January 27, 2019 (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 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 serves as the center for regional anti-corruption cooperation in the 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, 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.

* 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 anti-corruption expert is a core RAI Secretariat's staff member who is responsible for providing legal and law enforcement expertise on anti-corruption to the Head of Secretariat and to the Regional Anti-corruption Initiative's Chairperson and Steering Group.

Anti-corruption expert has a pivotal role in establishing and maintaining relations with law enforcement, preventive, judicial and other anti-corruption bodies in member states, other Regional Anti-corruption Initiative's partner states, representatives of international organisations and non-governmental organizations.

She/he identifies, develops and implements new and improved policies and ways of working to support achievements of the strategic objectives of RAI, in coordination with Head of Secretariat.

Anti-corruption expert participates in the development and drafting of project proposals and leads the expertise and policy aspects of projects' implementation and facilitates project monitoring and reporting.

Anti-corruption expert is responsible for technical advice and guidance on anti-corruption and related issues and for the technical contributions to the regional training programs conducted under the Regional Anti-corruption Initiative and its Secretariat.

Anti-corruption expert will be expected to support the organization and participate in meetings with donors and partners.

Anti-corruption expert supervises, provides guidance and know-how to RAI interns, and assesses their achievements.

In the absence of Head of the Secretariat, the Anti-corruption expert assumes role of the Acting Head of Secretariat.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Anti-corruption Expert 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;
- 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;
- Be familiar with UN, OECD, European Commission, and Council of Europe standards related to anti-corruption;

- 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 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;
- Be able to work in a demanding environment and within limited time frames.
- 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. 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.

Initial appointment of Anti-corruption Expert 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.

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

Reallocation budget will 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. 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 January 27, 2019 (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 February 11, 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.