



Vacancy Announcement

Job title:	Anti-corruption Expert
Duty Station:	Sarajevo, BiH (with frequent travel in the SEE region and EU)
Type of position:	Project/Operational Staff
Language:	English
Eligibility:	Citizens of Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro, North Macedonia, Romania, and Serbia
Contract type:	Fixed-term Employment Contract
Contract duration:	One year with possibility of extension
Application deadline:	May 22, 2022 (23:59 CEST)
Starting date:	As soon as possible, subject to funding availability
Applications to be submitted to	vacancy@rai-see.org (please indicate the job 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. 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 the SEE.

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.

* 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.

The Project

RAI Secretariat will support United Nations Office on Drugs and Crime (UNODC) in implementation of the Regional Anti-Corruption and Illicit Finance Roadmap for the Western Balkans (hereinafter: the Roadmap)¹. As the implementing partner for the Roadmap, RAI will further support the regional ownership of the Roadmap. UNODC is the lead implementer of the Roadmap and Roadmap Secretariat will be based in Vienna. The project duration is from 2022 to 2026.

Roadmap builds on the momentum generated in the context of the Berlin process. In addition to the Berlin Process, the Roadmap builds on the outcome of the first United Nations General Assembly Special session against Corruption (UNGASS) held on 2-4 June 2021, including the anti-corruption commitments agreed to by jurisdictions in the UNGASS Political Declaration. High-level government representatives from the Western Balkans jurisdictions met in Ohrid, North Macedonia, on 25 June 2021, adopting the Roadmap to fast-track the implementation of the United Nations Convention against Corruption (UNCAC) in support of the achievement of Sustainable Development Goal (SDG) 16 and other relevant SDGs in the Western Balkans jurisdictions.

The implementation of Roadmap will result in the delivery of tangible improvements to the implementation of existing national anti-corruption/anti illicit finance measures, and international standards and recommendations, including those from the Group of States against Corruption (GRECO) evaluation recommendations and the European Commission's annual reports with respect to EU accession. The overall objective of this project is to support the implementation of the Roadmap with the overall aim to fast-track the implementation of existing anti-corruption commitments, including those under the UNCAC, the GRECO evaluation recommendations, and relevant EU Directives.

The specific goals/outcomes of the project are:

- Goal 1: Preventing and countering corruption in public procurement, including in times of crises;
- Goal 2: Further strengthening conflict of interest and asset declaration systems;
- Goal 3: Enhancing criminal justice responses to corruption and economic crime through the creation of a regional network of specialized prosecutors, law enforcement and financial intelligence units in the Western Balkans jurisdictions.

The Project will be gender mainstreamed in line with the UNODC Strategy for Gender Equality and the Empowerment of Women (2018-2021) and reinforced by the UNODC strategy 2021-2025.

¹ https://www.unodc.org/documents/southeasterneurope//AC_and_Illicit_Finance_Roadmap_Full_25.06_PDF.pdf

2. SCOPE OF WORK

Under the supervision of RAI Senior Anti-corruption Adviser and the executive authority of the Head of RAI Secretariat, the Anti-corruption Expert will be responsible for supporting the Roadmap implementation. The Anti-corruption Expert will also closely cooperate with Chief Programme and Communications Officer and Chief Finance and Operations Officer in order to ensure compliance with RAI and donor rules and regulations.

The anti-corruption Expert will work with a variety of stakeholders on addressing the goals of the Roadmap by providing expertise, coordinating actions and promoting regional ownership.

Main Duties and Responsibilities

Expertise:

- Acts as the focal point of RAI Secretariat for the implementation of Roadmap;
- Implements activities related to the Roadmap in close cooperation with the RAI Secretariat and Roadmap Secretariat;
- Provides expert advice and input on anti-corruption topics to Roadmap, RAI Secretariat, beneficiaries and target groups and other stakeholders;
- Develops different expert content such as legal research and analysis, policy papers, reviews and assessments, action plans, etc;
- Supports establishing and maintaining cooperation with law enforcement, preventive, judicial and other anti-corruption bodies in RAI member states, RAI observers and other RAI partners;

Project Management:

- Ensures adherence to project relevant logframe objectives, action plans and budgets and quality assurance of implemented outputs;
- Supports Roadmap Secretariat to collect project cycle information in order to timely produce progress reports;
- Participates in RAI Secretariat's planning and programming processes;
- Supports activities related to Roadmap Steering Committee meetings and materials.

Other:

- Participates and represents the RAI Secretariat in other events and meetings, as required.
- Provides guidance and know-how to RAI interns, as required;
- Promotes RAI mission and values at meetings and other regional events, in particular human rights-based approach and gender equality;
- Provides inputs to communications and promotion products and materials, to ensure accurate information and quality.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Anti-corruption Expert shall meet the following requirements:

I. Academic Qualifications:

- University degree in Law. Alternatively, a university degree in Criminal Justice, Political Science or Security studies supported by relevant experience would be accepted.

II. Qualifications and skills:

- At least three years of professional experience in law, law enforcement or related anti-corruption field;
- Expert-level experience with public institutions with rule of law and anti-corruption competences. Expert-level experience with international organizations or bodies with rule of law and anti-corruption competences would be considered as an advantage;
- Demonstrated experience in preparing different expert content such as legal research and analysis, policy papers, reviews and assessments, action plans, etc.
- Demonstrated knowledge and experience in the field of asset declarations collection and asset and interest disclosure systems in the SEE region;
- Understanding of other Roadmap related topics such as: public procurement transparency, illicit financial flows and asset recovery;
- Demonstrated experience in managing multiple beneficiaries and stakeholders;
- Experience with project management and technical assistance delivery is desirable;
- Be familiar with UN, OECD, EU, and Council of Europe standards related to anti-corruption;
- Demonstrated professional experience in the SEE region (outside of the country of origin) would be considered an advantage;
- Computer literacy.

III. Competencies:

- Fluency in English both written and oral and at least one other language of the SEE region;
- Ability to develop and maintain partnerships, internally and outside the organization;
- Ability to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Strong organizational skills;
- Ability to demonstrate initiative and show innovation;
- Work well independently, and in teams, to achieve collective goals through active participation;
- Excellent communication, planning and organizational skills.

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. APPLICATION REQUIREMENTS

Eligibility: citizens of Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro, North Macedonia, Romania, and Serbia.

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

- Curriculum Vitae (CV);
- Cover Letter showing applicant's motivation and how applicant's experience and competencies match those required by the Vacancy;
- Sample of writing that demonstrates applicant's ability to draft different expert content (articles, analyses, policy papers, or similar – up to 3 pages);
- Contact details of two referees familiar with the applicant's work experience and who can be contacted in English (details shall include email address, phone number and nature of professional relationship);
- Information on availability/commencement date;
- Information on citizenship (indication in the CV or in the Cover Letter is sufficient).

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:

Technical Evaluation – 50%

- Education – qualifying criteria (no points to be allocated);
- At least three years of professional experience in law, law enforcement or related anti-corruption field – qualifying criteria (no points to be allocated);
- Expert-level experience with public institutions with rule of law and anti-corruption competences. Expert-level experience with international organizations or bodies with rule of law and anti-corruption competences : 20%
- Demonstrated experience in preparing different expert content such as legal research and analysis, policy papers, reviews and assessments, action plans, etc.:10%
- Demonstrated knowledge and experience in the field of asset declarations collection and asset and interest disclosure systems in the SEE region: 10%
- Understanding of other Roadmap related topics such as: public procurement transparency, illicit financial flows and asset recovery: 5%
- Demonstrated experience in managing multiple beneficiaries and stakeholders: 5%

- Experience with project management and technical assistance delivery: +3%
- Demonstrated professional experience in the SEE region (outside of the country of origin): +3%

Interview – 50%

Five candidates receiving the highest score in the technical evaluation process shall be invited 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 technical evaluation (50% of total score) and interview (50% of total score).

6. CONDITIONS OF THE CONTRACT

This is a project position. Filling of this position is subject to funding and the initial appointment will be for a period of one year. Extension of the appointment will be subject to performance and the availability of the funds.

This is a full-time position, with a 90-day probation period.

RAI Secretariat offers a compensation package that includes:

- Annual gross salary: €38.400;
- Relocation budget for arrival and departure;
- Health insurance in Bosnia and Herzegovina;
- Travel health insurance;
- Monthly child allowance for children under 18 years of age in the amount of 80EUR/child;
- Diplomatic status in Bosnia and Herzegovina.

Holidays: 30 days of annual leave, holidays observed by the Secretariat (available at the following [LINK](#)) 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

All additional questions regarding this vacancy announcement can be submitted via e-mail with a clearly indicated vacancy you are referring to in the subject of the message, to the following email address: vacancy@rai-see.org. All questions shall be submitted in English.

Questions may be sent not later than five days before the deadline for the submission of the applications. Answers will be provided not later than three days before the application deadline. All questions and answers that may be relevant to other applicants as well will be published on the RAI Secretariat website. Information on senders will not be disclosed.

8. HOW TO APPLY

Full applications with supporting documents shall be sent by midnight of May 22, 2022 (23:59 CEST) by email to RAI Secretariat (vacancy@rai-see.org). Applications submitted by other means (e.g. by fax, via post, in person) shall not be considered. Late and incomplete applications will not be taken into consideration.

Job title shall be indicated in the email subject line.

Due to the large number of applications we receive, we are able to inform only the candidates who are short-listed 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.