



# REGIONAL ANTI-CORRUPTION INITIATIVE

## VACANCY ANNOUNCEMENT

<b>Job title:</b>	Director of RAI Secretariat
<b>Duty Station:</b>	Sarajevo, BiH (with travel in the SEE and EU region)
<b>Type of position:</b>	Core staff/International staff
<b>Language:</b>	English
<b>Eligibility:</b>	Citizens of Albania, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, and Romania <sup>1</sup>
<b>Contract type:</b>	Fixed-term Employment Contract
<b>Mandate duration:</b>	2 years, subject to renewal upon approval by the Steering Group
<b>Application deadline:</b>	February 28, 2025 (23:59 CET)
<b>Starting date:</b>	May 19, 2025 or as soon as possible thereafter
<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. Poland, Georgia, Slovenia, Greece, and Ukraine are Observers to RAI. Kosovo\* institutions are also beneficiaries 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 good practices. RAI acts as a regional knowledge 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 Organisation. 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-

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<sup>1</sup> In accordance with Article 24.3 of [Rules of Procedure](#).

\* 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.

discrimination by promoting the impact of corruption is looked at from perspectives including gender, disability and poverty.

## **2. SCOPE OF WORK**

### **Role**

The Director provides leadership and sets the direction of RAI Secretariat's strategic and policy development. The incumbent represents the Secretariat and promotes the achievements of RAI and its member countries. The Director has the executive authority for Secretariat's operations and programmes. The incumbent is a core member of the Secretariat and reports to and maintains open communication with RAI Steering Group and the Chair.

### **Key Responsibilities**

- Implements the mandate and the mission of the Regional Anti-corruption Initiative;
- Maintains close strategic dialogue with RAI Member countries, Observers, regional and international organisations, CSOs and other partners and stakeholders;
- Submits a proposal for RAI Programme and the RAI Programme Report to the Chair and the Steering Group for adoption;
- Reports to the Chair and Steering Group on RAI activities and projects;
- Represents the organisation in meetings with the governments, regional and international organisations and CSOs;
- Ensures RAI's focus on priority areas in anti-corruption in the SEE region and provides expert advice and recommendations;
- Has a pivotal role in cooperating with law enforcement, preventive, judicial and other anti-corruption bodies in Member countries, Observers, and RAI partners
- Ensures synergies and avoids overlapping with other organisations and stakeholders' projects and activities;
- Adheres to and promotes RAI values.

### **Management:**

- Performs overall direction, supervision, and management of the Secretariat;
- Exercises executive authority with regard to finances, staff operations, and staff management;
- Oversees the Secretariat's programmatic aspects inclusive of monitoring and reporting;
- Keeps the Steering Group and Chair fully informed of all significant operational, financial, and other matters relevant to the Organisation;
- Strengthens the organisation's capacities by further development of organisational policies, promoting professional growth and expanding the scope of operations;
- Establishes and maintains a framework for the delegation of tasks and responsibilities to maximize resource allocation and utilization;

- Provides direction, guidance, and support to assist in performance improvement and the accomplishment of business objectives;
- Recognizes successful performance by rewarding individual and team accomplishments;
- Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required.

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

The Director must meet the following requirements:

#### I. Academic Qualifications:

- University degree in Law, Criminal Justice, Political Science, International Relations, or a related field.

#### II. Qualifications and skills:

- At least ten (10) years of professional experience in law, law enforcement, legislative, judicial, or related anti-corruption fields with at least five (5) years of experience at executive governmental or other relevant managerial positions;
- Demonstrated knowledge of and experience in SEE region;
- Expert level experience with international organizations or bodies with anticorruption competences;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in the SEE region;
- Familiarity with the political, social, economic and security landscape in South East Europe;
- Demonstrated experience and knowledge in project management and coordination;
- Fluency in English both written and oral and at least one other language of the region;
- Computer literacy.

#### III. Competencies:

- Ability to set the strategic direction in response to the needs of the organisation;
- Negotiation and diplomacy skills;
- Political sensitivity and ability to distinguish the complexity of interests in a multi-stakeholder environment;
- Developing organisation staff members to improve their performance and fulfil their potential;
- Ability to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Excellent communication, planning and organizational skills.

#### IV. Values:

- Adhere to RAI values;

- Observe the highest ethical standards and act at all times in support of the Organisation's mission and in support of RAI members and Observers as a whole;
- Ensure that all programmatic and organizational activities are gender sensitive;
- Maintain an external and learning focus, exploring its environment, and looking for other anti-corruption endeavours in the SEE region.

#### 4. APPLICATION REQUIREMENTS

**Eligibility:** citizens of Albania, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, and Romania.

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

- Curriculum Vitae (CV);
- Cover Letter stating how candidate's qualifications, experience, and competencies match those required by the Vacancy;
- Contact details of two referees familiar with the candidates' work experience and who can be contacted in English;
- Copy of the candidate's ID card to verify citizenship and information on dual citizenship, if applicable;
- Information on availability/commencement date.

#### 5. EVALUATION OF APPLICATIONS

RAI follows a fair and transparent selection process, ensuring that all professional qualifications of the candidates are thoroughly considered.

The Secretariat is responsible for collecting applications submitted in response to the open call for applications.

Applications determined to be complete and compliant will be evaluated using a cumulative analysis method, taking into consideration the combination of candidates' education, qualifications, experience, and motivation as indicated below:

**Criteria:**

**1. Initial screening/eligibility criteria:**

- Citizenship – mandatory;
- Education – mandatory;
- At least ten (10) years of professional experience in law, law enforcement, legislative, judicial, or related anti-corruption fields with at least five (5) years of experience at executive positions – mandatory;
- All required documents and information must be submitted in full and by the specified deadline – mandatory.

Failure to meet these criteria will result in disqualification.

## **2. Technical Evaluation – 40%**

- Demonstrated professional experience to set strategic directions aligned with organizational needs, to effectively navigate complex political dynamics and diverse interests, and utilize strong negotiation and diplomacy skills. Proven capacity to act proactively and respond constructively to changing situations and emerging demands: 8%
- Experience in managerial positions, demonstrating a proven ability to develop and support staff to enhance their performance and realize their potential, combined with excellent communication, planning, and organizational skills: 8%
- Demonstrated knowledge of and experience in SEE region: 6%
- Expert level experience with international organizations or bodies with anti-corruption competences: 6%
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in the SEE region: 6%
- Demonstrated experience and knowledge in project management and coordination: 6%

## **3. Interview – 60%.**

The five candidates with the highest score in the technical evaluation process and confirmed by the Steering Group, will be invited to a competency and motivation-based interview. The interview process will be conducted by the Chair and the SG members.

The Steering Group will consider appointing the candidate who received the highest score from the technical evaluation and the interview.

To be considered eligible for selection, a candidate must achieve a minimum of 70 percent in the total possible evaluation score. If the highest-ranking candidate does not meet this threshold, the selection procedure shall be deemed unsuccessful and must be repeated. The repeated procedure shall follow the same criteria and process.

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

The selected candidate is expected to start working on May 19, 2025 or as soon as possible thereafter, but no later than June 19, 2025.

This is a full-time position. Initial appointment is for two years, subject to mandate renewal upon approval of the Steering Group. Probation period is 90 days.

The holder of the position is based in the RAI Secretariat in Sarajevo and could expect that up to 40% of their time would be spent on business-related travel.

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

- The annual base gross salary €48,000 with possibility of increase based on additional funding availability;

- Relocation budget for arrival and departure;
- Housing allowance;
- 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, in line with the [hosting agreement](#).

Holidays: 30 days annual leave, holidays observed by the Secretariat (available at the following [LINK](#)), national public holidays in employee's respective country and 2 days for observance of other holidays.

## **7. HOW TO APPLY**

Full applications with supporting documents shall be sent by midnight of February 28, 2025 (23:59 CET) by email to [vacancy@rai-see.org](mailto:vacancy@rai-see.org). Applications submitted by other means (e.g. by fax, via post, in person) will not be considered.

The job title shall be indicated in the email subject line. Acknowledgement receipt will be sent for all received applications.

All required documents and information must be submitted in full and by the specified deadline. Incomplete or applications received after the deadline will not be considered during the initial screening process.

## **8. ADDITIONAL INFORMATION**

Potential candidates 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 submission. All questions and answers that may be relevant to other candidates will be published on the RAI Secretariat website. Information on senders will not be disclosed.

As part of the application process, candidates are required to provide a copy of their ID card to verify citizenship, which is an essential eligibility criterion for this position. This information will be used solely for the purpose of confirming eligibility and will be handled in strict compliance with applicable data protection regulations.

Only shortlisted candidates' documents will be retained for further processing, and all non-relevant applications will be securely deleted.

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.