



Vacancy Announcement

Position	Project Officer
Type of Position	Project position, full time
Duty station	Sarajevo, Bosnia and Herzegovina (with travel to Western Balkans and EU)
Language	English
Eligibility	Citizenship of a Regional Anti-corruption Initiative's member country
Contract type	Fixed-term employment agreement
Contract Duration	One year initially, extension subject to performance evaluation and funding availability
Application deadline	June 8, 2025
Starting date	As soon as possible
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, Moldova, Montenegro, North Macedonia, Romania and Serbia and five observers: Poland, Georgia, Slovenia, Ukraine and Greece. Kosovo* institutions are the 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 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.

RAI and the United Nations Office on Drugs and Crime (UNODC) are implementing a 3-year regional project "*Southeast Europe - Together Against Corruption II*" (hereinafter: [SEE-TAC II](#)) funded by the Austrian Development Agency (ADA). The project implementation period is June 1, 2024 - May 31, 2027. SEE TAC II focuses on Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia. The participation of Croatia, Moldova, Bulgaria and Romania will be considered based on their relevant institutions and organizations' priorities and needs. The project builds upon the phase I of SEE-TAC, by acknowledging the level of implementation of outcomes and outputs and achievement of the results.

* 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 overall project goal is to reduce corruption in Western Balkans (WB) jurisdictions, by straightening the capacity of governments, especially relevant institutions reaching the highest possible level of their independence and expertise, as well as civil society organizations (CSO), the private sector and the media to prevent and fight corruption in line with UNCAC and UNTOC.

2. SCOPE OF WORK

Under the direct supervision of the Senior Anti-corruption Advisor (SACA) who acts as the project manager, and under executive authority of the Director of RAI Secretariat, the Project Officer will be responsible for the operational management and administration of SEE-TAC II. S/he will act as a focal point for project beneficiaries and will maintain cooperation with all stakeholders, in collaboration with other team members. Additionally, the Project Officer will be tracking adherence to relevant log-frame objectives and will assist Chief Program and Communications Officer (CPCO) to collect project cycle information in order to timely produce progress reports. Project Officer will act as event organizer through organization and coordination of event programs, facilitating agenda development and communication with beneficiaries. In addition, S/he will provide support to the development of all Programme communication activities, including press releases/event minutes and all visibility and communication products and materials, to ensure accurate information and quality.

The position will involve travel in the Western Balkans and the EU.

Duties and Responsibilities

The Project Officer will be responsible for:

Programme Implementation:

- Acts as the focal point for project beneficiaries and maintains cooperation with stakeholders, in collaboration with other team members in RAI Secretariat and the UNODC;
- Assists SACA in the implementation of project activities and reports to SACA to ensure quality of project deliverables and activities;
- Assists CPCO in adherence to relevant logframe objectives, action plans and budgets
- Assists Chief Program and Communications Officer to collect project cycle information in order to timely produce progress reports;
- Acts as event organizer for project events
- Participates and presents the SEE-TAC II internally and in inter-agency meetings as needed;
- Performs other relevant tasks related to Programme implementation.

Partnership Development and Communication

- Maintains the SEE-TAC II project subpage on RAI website, including timely preparation of relevant website articles and social media content;
- Establishes effective relations and maintains communication with Programme beneficiaries, donors and key partners (multi-sectoral, government and nongovernment) at national and regional levels;
- Promotes RAI mission and values at meetings and other regional events, in particular human rights-based approach and gender equality;
- Takes lead in the development of press releases/event minutes on Programme-related activities;
- Takes lead in development of periodic Project updates (e.g. newsletters, news pieces, success stories) for beneficiaries and stakeholders, and disseminates them via different channels;
- Provides inputs to communications and promotion products and materials, to ensure accurate information and quality.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education

- University degree in Law, Criminal Justice, or International Relations. Alternatively, a degree in Social Sciences may be accepted if supported by relevant experience in project implementation or work on anti-corruption issues. Advanced degree will be considered an asset.

II. Experience and skills:

- Minimum of 3 years of working experience, gained within the last seven years, in implementation of development projects in the public sector or civil society in the Western Balkans;
- Experience in regional/multi-national projects will be considered an advantage;
- Proven experience in project planning, implementation, monitoring, and reporting.
- Work experience on operational matters related to implementation of projects;
- Experience in assignments related to organization of conferences, workshops, and/or training programs;
- Good understanding of the political and institutional context in the Western Balkans.
- Experience in operating Web Content Management Systems will be considered an advantage;
- Track record of similar assignments with donor-funded projects in the SEE region would be considered an asset;
- Familiarity in working with anti-corruption issues would be considered an asset;
- Proficiency in English, both written and oral and at least one other language of the region;
- Computer literacy (proficiency in use of office applications and social media, intermediate level in use of visual editing and creating tools);
- Demonstrated experience in working with different stakeholders;

III. Competences:

- Strong organizational and time-management skills, with ability to handle multiple priorities under tight deadlines
- Ability to work both independently and as part of a diverse and multidisciplinary team
- Excellent drafting and communication skills, including the ability to produce clear and concise reports, briefs, and other documents
- Ability to quickly adjust to changing priorities and environments, while staying focused on organization's goals and ability to work under pressure;
- Understanding and navigating diverse cultural contexts RAI is operating in for building relationships and communicating effectively;

IV. Values:

- Adhere to RAI values;
- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;

V. Additional Requirements

- Willingness and ability to travel throughout the Western Balkans and the EU.

4. APPLICATION REQUIREMENTS

Eligibility: citizenship of a Regional Anti-corruption Initiative's member country.

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

- Curriculum Vitae (CV);
- Cover Letter demonstrating applicant's motivation and 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 (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 Secretariat 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;
- Minimum of 3 years of working experience, gained within the last seven years, in implementation of development projects in the public sector or civil society in the Western Balkans – 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 – 50%

- Proven experience in planning, implementing, monitoring, and reporting on development projects, including operational and logistical aspects. Max points: 15pts
- Experience in organizing conferences, workshops, and/or training programs. Max points: 10pts
- Experience with regional or multi-national donor-funded projects. Max points: 8pts
- Understanding of political/institutional context in the Western Balkans. Max points: 7pts
- Demonstrated experience in working with different stakeholders. Max points: 7pts

- Digital literacy (social media and visual editing tools). Max points: 3 pts

Bonus Criteria (Max +2 Points)

(Only awarded if clearly demonstrated in the application)

- Experience in operating Web Content Management Systems
- Familiarity with anti-corruption issues

3. Interview – 50%.

Five candidates receiving the highest score in the technical evaluation process shall be shortlisted for an interview. Interviews may include one or more of the following: written test, job-related examinations, situational exercises and language tests.

The employment agreement shall be offered to the applicant who received the highest score out of the technical evaluation (50% of total score) and interview (50% of total score). To be considered eligible for employment, a candidate must achieve a minimum of 70% in the total possible evaluation score.

6. CONDITIONS OF THE CONTRACT

The selected candidate is expected to start working as soon as possible.

This is a full-time position with a 90 days probation period. The Employment Agreement shall be signed for one year, with the possibility for extension based on the performance and funding availability.

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

- Annual gross salary: €26,915 (For BiH citizens, salary inclusive of compulsory pension/health/unemployment insurance in BiH);
- Health insurance in Bosnia and Herzegovina for non-BiH citizens;
- Travel health Insurance;
- Monthly child allowance for children under 18 years of age.

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.

RAI Secretariat encourages all employees to balance their professional and private life and recognizes work-from-home policy or flexible scheduling.

7. HOW TO APPLY

Full applications with supporting documents shall be sent by midnight of June 8, 2025 (23:59 CEST) by email to 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

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.

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

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.