



ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ  
ΣΤ1 Δ/νση Προσωπικού  
& Διοικητικής Οργάνωσης

ΠΑΝΕΠΙΣΤΗΜΙΟ ΙΩΑΝΝΙΝΩΝ
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ΑΔΙΑΒΑΘΜΗΤΟ  
ΕΠΕΙΓΟΝ

Αθήνα, 5 Σεπτεμβρίου 2017  
Α.Π. Φ.Π002Α-43765

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**Ε.Δ.:** - Διπλωματικό Γραφείο κ. Υπουργού  
- Γραφείο κ. Γενικού Γραμματέα  
- Γραφείο κ. Α' Γεν. Διευθυντή και κας ΣΤ' Γεν. Διευθύντριας

**ΘΕΜΑ: Προκήρυξη Θέσεως «Εμπειρογνώμονα στην Περιφερειακή Οικονομική Ολοκλήρωση» στο Περιφερειακό Συμβούλιο Συνεργασίας (RCC).**

Διαβιβάζεται, συνημμένως, προκήρυξη θέσεως «Εμπειρογνώμονα στην Περιφερειακή Οικονομική Ολοκλήρωση», στο Τμήμα Προγράμματος του Περιφερειακού Συμβουλίου Συνεργασίας (Regional Cooperation Council- RCC) με έδρα το Σεράγεβο. Προθεσμία υποβολής αιτήσεων ορίσθηκε η 18η Σεπτεμβρίου τ.έ.

Παρακαλούμε για την ενημέρωση τυχόν ενδιαφερομένων για την εν λόγω θέση. Οι υποψήφιοι απαιτείται να έχουν μεταπτυχιακό δίπλωμα στις οικονομικές, πολιτικές ή κοινωνικές επιστήμες ή σε άλλο συναφές με τη θέση αντικείμενο, τουλάχιστον επταετή επαγγελματική εμπειρία στην ανάπτυξη και ανάλυση πολιτικής, καθώς και τα απαιτούμενα που αναφέρονται στη συνημμένη προκήρυξη.

Παρακαλούνται τυχόν ενδιαφερόμενοι όπως επικοινωνήσουν με τη ΣΤ1 Διεύθυνση Προσωπικού του Υπουργείου Εξωτερικών, έστω και με φαξ (210-3681717).

Ο Προσωπάρχης

Δημήτρης Αζιμόπουλος  
Πληρεξούσιος Υπουργός Β'



Regional Cooperation Council

**Vacancy Number:** 02-017**Category:** RCC Official**Type of Appointment:** Fixed-term**Department:** Programme Department**Location:** Sarajevo, Bosnia and Herzegovina**Vacancy issued:** 18 August 2017**Deadline for application:** 18 September 2017**Terms of Reference for Expert on Regional Economic Integration  
(RCC)****Background**

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework. It works under the political guidance of the SEECP to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE). The areas of cooperation in the framework of the RCC are Economic and Social Development; Energy and Infrastructure; Justice and Home Affairs; Security Cooperation; Building Human Capital, as well as cross-cutting issues such as parliamentary cooperation, cooperation with civil society and gender mainstreaming.

The RCC is implementing the Strategy and Work Programme (SWP) 2017-2019 and its biggest part, the South East Europe (SEE) 2020 Strategy, as a basic working document for the RCC until 2020. The SEE 2020 Strategy aims at promoting creation of jobs and prosperity in a European perspective for the Western Balkans. It has five pillars, which are: Smart Growth, Sustainable Growth, Inclusive Growth, Integrated Growth and Governance for Growth. The overarching goal of RCC's Strategy and Work Programme 2017-2019 is greater economic integration through easier flow of capital, people, goods and services within the SEE and between the SEE and the EU. RCC also intends to contribute to better governance, improved functioning of the rule of law and enhanced security in South East Europe. RCC implements the SWP 2017-2019 through integrating the efforts of different stakeholders in three themes or "flagship initiatives": skills and mobility, connectivity and competitiveness.

At the Trieste Summit of the Berlin process (12<sup>th</sup> July 2017), WE6 leaders endorsed the *Multi-Annual Action Plan on Regional Economic Area* (hereinafter: MAP), prepared and coordinated by RCC. The MAP sets out a mid-term agenda on regional economic integration along the trade,



investment, mobility and digital agendas, and foresees a strong implementation, coordination and monitoring role for RCC. RCC is invited to review and inform the Western Balkans Summits and Prime Ministers' Sherpas on regular basis on the progress achieved as regards the deliverables defined in the MAP.

The organisation maintains close working relations with all actors of relevance to these areas, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

The RCC consists of 46 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC Board consists of those RCC participants contributing to the budget of the RCC Secretariat. The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and Liaison Office in Brussels which ensures regular communication and cooperation with European and Euro-Atlantic institutions. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department.

#### Outline of the Position

RCC is looking for a candidate with a strong background in carrying out policy-oriented analysis across a broad set of different policy areas addressed within the RCC's Strategy and Work Programme (e.g. digital, competitiveness, trade, investments, mobility, etc.). Major area of work will be devoted to implementation, coordination and monitoring of the MAP. In particular, the Expert will be responsible for developing a clear and analytically rigorous framework for monitoring the implementation of the MAP, as well as coordination within the RCC and with external partners in its implementation. The candidate will be able to write and edit different types of reports, briefs and information notes for different types of audiences. In addition, the candidate will have experience in liaising and coordinating with different types of stakeholders to collect information, assure quality of the information and write reports.

Furthermore, the candidate will have a strong interest in at least one of the areas covered by the MAP, namely investment, mobility or digital economy and will be ready to develop expertise in at least one other area to contribute to the implementation of the actions outlined in the MAP.

The Expert will be directly responsible for:

- Development, coordination and implementation of a clear and analytically rigorous framework for monitoring the implementation of MAP;
- Conceptualisation and preparation of reports, briefs and information notes necessary to report and inform on regular basis the governments, Prime Ministers' Sherpas and the Summits, as well as the EC and other stakeholders on the progress achieved as regards the MAP deliverables;
- Coordination of the process of reviewing, reporting and informing on regular basis on the progress achieved as regards the deliverables defined in the implementation of the MAP;
- Support the designing, implementing and overseeing the economic integration-related activities of the RCC, as stipulated within the MAP (along the digital, investments, trade, mobility and other policy areas of regional priority);



- Liaising with the main national, regional and international partners involved in regional economic integration-enhancing actions and in implementation of the MAP;
- Participating in the on-going process of programming, monitoring and reporting of activities.

### Reporting

The Expert will work under the direct supervision of the Head of Programme Department and SEE 2020 Coordinator and under the overall guidance of the Secretary General. He/she will coordinate the work pertaining to monitoring the implementation of the MAP with other RCC staff members to ensure the successful operation of the RCC Secretariat.

### Duties and Responsibilities

#### Summary of key functions:

1. Development, coordination and implementation of a clear and analytically rigorous framework for the monitoring of the Multi-Annual Action Plan on Regional Economic Area:
  - Develop a clear and policy relevant monitoring process of the implementation of the MAP;
  - Conceptualise the format and the content of regular report to the governments, Sherpas and the Summits, as well as the EC and other stakeholders on the progress of MAP implementation;
  - Undertake research, analysis and contribute to the production (including drafting and editing) of MAP reports;
  - Ensure timely preparation and submission of MAP reports; analyse and evaluate data to ensure achievement of objectives and recommend corrective actions, when necessary;
  - Define clear roles for different implementing structures in the reporting process and create relevant data and information collection instruments and reporting mechanisms;
  - Ensure compatibility with the SEE2020 Strategy monitoring process, data and information collection where relevant and to the extent possible;
  - Coordinate the MAP monitoring process, methods and activities with relevant national partners and other institutions (statistical offices, regional organisations, EU/Eurostat, OECD, etc.);
  - Review the inputs, data quality and compatibility of information from the national, regional and international stakeholders and sources, with a view of developing comparative monitoring and analysis;
  - Identify any possible issues, causes of delay or threats to accomplishment of MAP deliverables and subsequently alert the SEE 2020 Coordinator and advise on appropriate remedies;
  - Present the MAP monitoring process, collected data and its analysis to broad audiences, including national and international partners and institutions, in a form readily accessible to policy makers.
2. Assisting in designing, implementing and overseeing economic integration-related activities emanating from the Multi-Annual Action Plan on Regional Economic Area:



- Assist in implementation of the RCC-led economic integration-related activities, as stipulated within the MAP, including those in the area of digital and investment integration; mobility and other policy areas of regional priority, in line with the RCC's Strategy and Work Programme and the Annual Work Plan of the RCC;
- Take responsibility for implementation of the actions outlined in at least one part of the MAP and contribute and support the implementation in other parts;
- Operationalise and implement RCC policy interventions and activities relevant for achievement of particular deliverables and implementation of particular actions in some of the areas prioritised by MAP, i.e. the investment, mobility and digital economy;
- Support the budget execution of the activities in the areas related to regional economic integration in line with the RCC financial procedures and regulations;
- Provide technical support to the governments in SEE as well as expertise and advice to the RCC Secretariat in regional economic integration-related issues;
- Identify areas of work requiring external technical assistance, prepare the terms of reference for specific assignments related to regional economic integration and maintain overall responsibility for coordination of performance and substantive outputs of any external consultants/advisors hired for short-term assignments related to the implementation, coordination and monitoring of the MAP;
- Gather necessary information from other relevant programmes and best practices in SEE and EU Member States;
- Present information on activities to relevant institutions and governmental bodies, regional and international fora, as well as ensure dissemination to broader public, as appropriate;
- Prepare, organise, facilitate and moderate meetings, seminars and workshops with government representatives, regional organisations and international institutions;
- Coordinate closely with the Senior Experts to avoid overlapping of cross-cutting issues;
- Support the Head of the Programme Department and the SEE 2020 Coordinator in formulation, implementation and evaluation of the regional economic integration-related activities on the substantive side; identify any possible issues, causes of delay or threats to accomplishment of targets and deliverables and subsequently alert the Head of Programme Department and the SEE 2020 Coordinator and advise on appropriate remedies.

3. Participating in the process of programming, monitoring and reporting of activities:

- Prepare materials and inputs for the programme documents and reports required for the purpose of a) resource mobilisation, b) building collaboration with partners, and c) reporting to donors, implementation partners and the public;
- Assist and participate in MAP and SEE 2020 programming process and seek inputs from and ensure that all relevant stakeholders in the regional economic integration-related areas are kept regularly informed about the progress and results of the annual programming exercise;
- Take part in annual monitoring cycles of the SEE 2020 implementation in the areas of relevance for the MAP by liaising with the regional and national focal points to identify and review the relevant indicators and facilitate the data collection process.

4. General Representation: Representing the RCC and other tasks:



- Represent the RCC at relevant meetings and conferences;
- Prepare briefing documents for the RCC Secretary General, RCC Deputy Secretary General and RCC staff;
- Ensure that the outputs produced within priority areas maintain high-quality standards, that reports are clear, objective and based on comprehensive data. Ensure that all his/her outputs meet required standards before completion to ensure they comply with the relevant mandates;
- Assume other related tasks within their competence, as directed by the RCC Secretary General or Deputy Secretary General.

**Key Requirements:**

- A Master's degree or equivalent in economics, political science, social sciences, or other subject of relevance for the position is a requirement. A PhD will be a definitive advantage;
- In-depth knowledge of SEE region, experience of regional cooperation in the SEE in thematic areas of RCC activities, EU enlargement and other relevant policies;
- A minimum of 7 years of professional experience in policy development and analysis in international economics, political science, international relations or a related area, preferably in an international setting and with knowledge of and experience in SEE region;
- Experience in collecting, interpreting and analysing quantitative and qualitative data. Strong quantitative skills will be an asset;
- Proven record in writing and editing analytical work (reports, publications, articles);
- Experience in managing intergovernmental processes, servicing intergovernmental bodies, supporting policy and programme development would be an asset;
- Knowledge and experience in managing all stages of project cycles, from outlining the concept to project implementation and monitoring;
- Fluency in oral and written English; knowledge of SEE languages and other EU languages will be an asset;
- Able to work both independently and as part of a team in a multicultural environment;
- Excellent communication skills. The candidate will be expected to speak at conferences and meetings organised by the RCC or when invited to represent the RCC;
- Fully computer literate.

**Location / Contract**

The holder of the position will be based in RCC Secretariat in Sarajevo. She/he could expect that substantial time would be spent on business-related travel and should be able to handle own administrative tasks according to the RCC Secretariat's internal rules and regulations.

**Application Rules**

Qualified candidates are invited to send their cover letter and CV (both in English) by 18 September 2017 by 17:00 p.m. via e-mail to [jobs@rcc.int](mailto:jobs@rcc.int)

Only short listed candidates will be contacted.

Selection process is based on a written test and competency-based interview.

The candidate should be national of the participants of the RCC Board from South East Europe:

Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo\*<sup>1</sup>, Moldova, Montenegro, Romania, Serbia, Slovenia, The Former Yugoslav Republic of Macedonia, Turkey.

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<sup>1</sup> \*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

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