

Vacancy Number: 008-024

Category: Project Staff

Type of Appointment: Fixed-term

Location: Sarajevo, Bosnia and Herzegovina

Vacancy issued: 18 October 2024

Deadline for application: 10 November 2024

Terms of Reference for a Junior Policy Advisor for the Employment and Social Affairs Platform 3 (ESAP 3) Project of the Regional Cooperation Council (RCC) Secretariat

BACKGROUND

The overall objective of Employment and Social Affairs Platform 3 (ESAP 3) project is to promote fair and well-functioning labour markets in the Western Balkans in line with the European Pillar of Social Rights (EPSR). The overall objective will be achieved through advancing the alignment with the EU *acquis* and the implementation of EPSR in the areas of undeclared work, health and safety at work, and social dialogue. The project is implemented in Western Balkan Six: Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia.

ESAP 3 is part of a larger Action titled *EU4 Employment*, financed under the Instrument for Pre-accession Assistance (IPA III). The Action includes two (2) areas of support: 1) Youth Guarantee (YG), to be implemented by the International Labour Organization (ILO); and 2) Employment and Social Affairs Platform 3 – ESAP 3, implemented jointly by the Regional Cooperation Council (RCC) and the ILO.

Under the overall *EU4 Employment* objective, ESAP 3 has a specific goal to advance alignment with the EU *acquis* and the implementation of EPSR in the areas of undeclared work, health and safety at work, and social dialogue. Within this specific goal, the RCC will implement its activities through thematic components of ESAP 3:

- Enhanced performance of the Western Balkans in tackling undeclared work and preparedness for integration in the European Labour Authority.
- More effective and upskilled stakeholders (governments, Public Employment Services/PES, employers and workers) that are implementing policies related to the European Pillar of Social Rights.

* 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 **Employment formalisation** component will build on the ESAP 2 results and work towards further strengthening capacities of the Western Balkans Network Tackling Undeclared Work involving Ministries of Labour, Labour Inspectorates and Tax Authorities. This will be done through already established mechanisms of cooperation and operationalisation at central level of a holistic/strategic compliance approach. Additionally, in synergy with the ILO, ESAP 3 will work to generate reliable evidence on what works with regard to transition to formality in the region, and improve capacities to produce more reliable data on the multiple facets of informality. With increased operability of the regional Network, the Action will support **preparations for its integration in the European Labour Authority (ELA)**.

The **Advanced alignment with the EU *acquis* and European Pillar of Social Rights (EPSR)** component will continue providing support to the Ministries of Labour and Social Affairs and PES in alignment of employment and social policy and their performance with the EU *acquis* Chapter 2 and Chapter 19. ESAP 3 will also continue with regularly monitoring and developing individual-WB6 reports and regional overview on performance regarding the EPSR. Based on the findings, ESAP 3 will work with the Ministries of Labour and Social Affairs and PES on developing, monitoring and evaluating priority labour market and social policies and measures including those as outlined in their Economic Reform Programmes (ERPs), ensuring their alignment with the Pillar. ESAP 3 will also support the exposure of Western Balkan officials from Ministries of Labour, PES, Labour Inspectorates and Tax Authorities to EU-wide networks and processes as well as ensure peer learning in alignment with the EU *acquis* and implementation of the EPSR, including Chapters 2 and 19.

OUTLINE OF THE POSITION

The Junior Policy Advisor will assist smooth implementation of the thematic components of the ESAP 3 project by supporting the design, development, implementation, and monitoring of the ESAP 3 project activities. Additionally, the Junior Policy Advisor will assist in ensuring that the project deliverables are produced on time, within budget, and at the required level of quality. Junior Policy Advisor will also be responsible for supporting and maintaining internal and external communications, and support the development of visibility strategy for the ESAP 3 project.

The Junior Policy Advisor will perform a wide range of duties including, but not limited to the following:

1. Contribute to the conceptualisation, development and regular update of ESAP 3 project activities;
2. Support the implementation and execution of project activities according to the project plan and help ensuring that the project deliverables are on time, within budget and at the required level of quality;

3. Contribute to liaison with the national authorities/stakeholders, relevant EU institutions, ILO and other relevant partners to ensure coordinated implementation of the activities with stakeholders involved;
4. Support monitoring and reporting on the project progress to ensure its successful implementation;
5. Perform communication activities in accordance with the project visibility strategy, including preparation of publicity content.

REPORTING

The ESAP 3 Junior Policy Advisor will directly report to the ESAP 3 Team Leader and the RCC Senior Expert on Human Capital Development.

MAIN RESPONSIBILITIES

1. Contributes to the conceptualisation, development and regular update of ESAP 3 project activities
 - Supports the conceptualisation, development, and regular update of all components of the ESAP 3 project activities
 - Supports execution of project activities according to the project plan ensuring timely, within budget, and quality deliverables
 - Supports monitoring project progress and making adjustments as necessary
2. Supports the implementation and execution of project activities according to the project plan and helps ensuring that the project deliverables are on time, within budget and at the required level of quality
 - Provides support in giving input, analysis, and recommendations on operational and implementation plans for the project interventions and activities
 - Provides support in review, analysis and recommendations on current regional and EU trends in the area of employment and social policy for both programmatic and communication purposes
3. Contributes to liaison with the national authorities/stakeholders, relevant EU institutions, ILO and other relevant partners to ensure coordinated implementation of the activities with stakeholders involved
 - Liaises with national authorities/stakeholders, relevant ministries, public employment services, relevant EU institutions, ILO, and other partners for coordinated implementation

- Establishes and maintains close working relationships with other relevant partners
 - Ensures full understanding of and cooperation in activities with other regional and international organisations
 - Attends and when necessary represents ESAP 3 project in working meetings and conferences
4. Supports monitoring and reporting on the project progress to ensure its successful implementation
- Supports monitoring and reporting on the project progress to ensure accurate status of project implementation
 - Assists in the preparation of regular narrative and financial reports
5. Performs communication activities in accordance with the project visibility strategy, including preparation of publicity content
- Drafts and edits communication content including website news, press releases, newsletters, briefing notes, brochures, and other materials
 - Manages ESAP 3 website including its subpages
 - Produces communication content for social media, and contributes to the production of content for RCC social media channels relevant to ESAP 3 topics
 - Performs media dissemination and implements the visibility strategy of the project, including preparation of publicity content
 - Oversees the publishing process of ESAP 3 reports, ensuring high standards of quality, design and accuracy
 - Develops communication content around publications such as infographics and fact sheets
 - Coordinates external communication activities and prepares regular media monitoring reports
 - Liaises with external stakeholders, including media representatives
 - Monitors the implementation of communication budget

The ESAP 3 Junior Policy Advisor may undertake other tasks as directed by the RCC Senior Expert on Human Capital Development and the ESAP 3 Team Leader.

COMPETENCIES

a. Functional Competencies:

Result-based project activity development and implementation: Contributes to the results through primary research and analysis

- Assesses performance to identify success factors and incorporates best practices into work
- Researches linkages across project activities to identify critical points of integration

- Monitors specific stages of project implementation

Building Strategic Partnerships: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyses and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches: Enhancing processes or products

- Generates new ideas and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies/best practices/new approaches

Job Knowledge/Technical Expertise: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organisational policies and procedures relating to the position and applies them consistently in work tasks
- Analyses the requirements and synthesises proposals
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Regional Leadership and Advocacy for RCC and ESAP 3 Goals: Preparing information for regional advocacy

- Identifies and communicates relevant information for advocacy for RCC and ESAP 3 goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for RCC and ESAP 3 mandate

Client Orientation: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organises and prioritises work schedule to meet client needs and deadlines

General Representation: Representing the RCC and ESAP 3 and other tasks

- Represents the RCC and ESAP 3 at relevant meetings and conferences
- Prepares briefing documents for the RCC Secretary General, RCC Deputy Secretary General, and RCC and ESAP 3 staff
- Ensures that the outputs produced within priority areas maintain high-quality standards, that reports are clear, objective and based on comprehensive data; ensures that all their outputs meet required standards before completion to ensure they comply with the relevant mandates

b. Core Competencies:

- Demonstrate/safeguard professionals, ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Treat all people fairly without favouritism
- Self-development, initiative-taking
- Act as a team player and facilitate team work
- Facilitate and encourage open communication in the team, communicate effectively
- Create synergies through self-control
- Manage conflicts
- Learn and share knowledge and encourage the learning of others; promoting learning and knowledge management/sharing is the responsibility of each employee
- Informed and transparent decision-making

KEY REQUIREMENTS:

- Advanced university degree or equivalent in communications, public relations, marketing, labour economics, applied economics, public policy, social sciences, or related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree;
- Minimum of 5 years of professional work experience;
- Proven professional experience working on employment and social policy;
- Professional experience within international organisations on EU-funded projects;
- Extensive professional experience in communications, and public relations;
- Demonstrated analytical, reporting and writing skills;
- Solid knowledge and understanding of the employment and social policy areas in the Western Balkans;
- Experience with regional cooperation initiatives and the EU enlargement processes is desirable.

LANGUAGES

- Fluency in oral and written English;
- Knowledge of other SEE and EU languages is desirable.

LOCATION

The position will be based in Sarajevo. It will require frequent field trips and online work, subject to the requirements of the project dynamics.

Application Rules

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references by 24:00 Central European Time on 8 November 2024.

Applications need to be submitted by 10 November by 24:00 Central European Time. The applications should be submitted through the web site link [Apply now](#).

Only shortlisted candidates will be contacted. The selection process is based on a written test and a competency-based interview.

The RCC is an equal opportunity employer.

RCC employees and partners participating in any programme or activity conducted or funded by RCC are prohibited from discriminating based on race, religion, political beliefs, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin.