



VACANCY NOTICE FOR THE DIRECTOR OF THE PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY

Permanent Secretariat of the Transport Community

The Permanent Secretariat of the Transport Community is announcing a vacancy call for a full time position of

DIRECTOR OF THE PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY

1. The Transport Community Permanent Secretariat

The Transport Community is an International Organisation established by the Treaty establishing the Transport Community ("the Treaty") that was signed on 9 October 2017 and comprises the following Parties: the European Union, Albania, Bosnia and Herzegovina, the Republic of North Macedonia, Kosovo*, Montenegro and Serbia.

The Transport Community shall be based on the progressive integration of transport markets of the South East European Parties into the European Union transport market on the basis of the relevant acquis, including in the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, for all modes of transport excluding air transport. The aim of the Treaty therefore is the creation of a Transport Community in the field of road, rail, inland waterway and maritime transport as well as the development of the transport network between the European Union and the South East European Parties (SEE).

The Permanent Secretariat of the Transport Community ("the Secretariat") is one of the institutions set up under the Treaty. Being the only institution with permanent staff, it provides administrative support to the other institutions of the Transport Community (the Ministerial Council, the Regional Steering Committee, the technical committees and the Social Forum), acts as a Transport Observatory to monitor the performance of the indicative TEN-T extension of the comprehensive and core networks to the Western Balkans and supports the implementation of the Western Balkans Six (WB6) Connectivity Agenda aiming to improve links within the Western Balkans as well as between the region and the European Union. It also reviews the implementation of the obligations under the Treaty.

* 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 Secretariat has an initial staff of 18 experts (that could be expanded) and manages the Transport Community budget, which amounts to EUR 1.626.000 € for 2019.

The working language of the Transport Community is English.

The Secretariat is based in Belgrade.

2. The position of Director of the Permanent Secretariat

Under article 30 of the Treaty and the Transport Community Rules of Recruitment, Working Conditions and Geographical Equilibrium of the staff of the Permanent Secretariat of the Transport Community adopted by Decision 03/2019 of 3 June 2019 of the Regional Steering Committee of the Transport Community, the Director of the Permanent Secretariat is appointed by the Regional Steering Committee following consultation of the Ministerial Council, on a proposal of the European Commission. The Director's mandate shall not exceed three years and is renewable for maximum two times.

The Director heads and manages the Permanent Secretariat and is the legal representative and public face of the Transport Community. The Director is accountable to the Regional Steering Committee of the Transport Community.

The Director will be responsible for the overall direction and management of the Secretariat. He/she should ensure, within the operational and budgetary framework approved by the Regional Steering Committee, professional, high quality service by the Secretariat to attain the objectives of the Treaty. He / she will be responsible to ensure a smooth coordination between the Transport Community institutions, bodies and stakeholders, for the benefit of the achievement of the Transport Community goals.

The Director will liaise with the South East European Parties to the Treaty, the European Commission, the EU Member States, the International Transport Organisations, the International Financial Institutions including the Western Balkan Investment Framework (WBIF) and other stakeholders in order to promote the development and good functioning of the transport infrastructure in the region in line with the Trans-European Transport Network as extended to the Western Balkans. The Director will also provide support to the South East European Parties to implement the EU legislation on transport and related areas as included and regularly updated in the Treaty.

As provided in Article 31 of the Treaty, in the performance of their duties the Director and the staff of the Secretariat shall act impartially and shall not seek nor receive instructions from any Contracting Party. They shall promote the interests of the Transport Community.

Main Tasks of the Director

The Director's responsibilities include:

1. The overall performance and management of the Secretariat, its resources and personnel;
2. The provision, in person as well as with the assistance of other Secretariat staff, of full administrative support to the Ministerial Council, the Regional Steering Committee, the technical committees and the Social Forum. This will include the preparation of meetings in cooperation with the Presidency (drafting documents and minutes, informing participants, assisting the meetings etc.);
3. The drafting and implementation of the budget, as well as annual reporting to the Regional Steering Committee on the implementation of the budget;
4. Liaise with international financial institutions including WBIF and various transport related international organisations; develop and enhance cooperation with organisations involved in the transport sector in the region on both bilateral and multilateral levels, attend international or regional conferences, make presentations and promote the objectives of the Treaty in general;
5. Ensure that recruitment by the Secretariat will be carried out in line with the relevant rules and that the Secretariat will have highly qualified personnel to carry out its responsibilities;
6. Set up cooperation mechanisms with transport and other relevant authorities of the South East European Parties and of the EU and Member States;
7. Coordinate the preparation, though not necessarily authorship, of reports and other documents related to the objectives of the Treaty and required by the Regional Steering Committee;
8. Facilitate coordination and information exchange between the Parties;
9. Endorse and supervise the communication plan of the Secretariat.

In addition, the Director shall carry out any other tasks as requested by and under the instructions of the Regional Steering Committee.

3. Eligibility criteria:

To be considered for the selection phase, applicants must meet the following eligibility criteria by the closing date for applications:

- **Citizenship**: Be a citizen of a Contracting Party of the Transport Community or of a Member State of the European Union.

- **University Degree or Diploma**: A University degree as follows:

- a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year's

professional experience cannot be included in the post-graduate professional experience required below).

- Professional Experience: Have at least 12 years post-graduate experience acquired after the required qualifications referred to above was obtained;
- Relevant Professional Experience: Of the 12 years of professional experience, have acquired at least 4 years in the transport sector, in transport policy or transport regulation;
- Management Experience: Have at least 4 years of professional experience gained in a senior management function;
- Languages: Have a thorough knowledge of English;
- Age Limit: At the deadline for applications, be able to complete the full three-year-mandate before the end of the month in which she or he reaches the age of 66.
- Travel requirements: Medium to Intense; mostly within the South East European region and to EU institutions

4. Selection criteria:

Applicants will be assessed on the basis of the following selection criteria:

1) Managerial skills

Proven capacity to manage a public body, both at strategic and at operational level;
Sound experience in leading and motivating a team in a multicultural environment;
Sound experience in managing budgetary and financial resources;

2) Technical knowledge

A University degree in economics, political sciences, law, transport or engineering is required and in addition, the candidate must have :

- Extensive knowledge of regulatory policy and practice relevant to the transport sector;
- Knowledge and / or experience in the transport sector of a Contracting Party would be an asset;
- Capacity to develop a strategic vision for the Transport Community Secretariat;
- Knowledge of the EU policies and processes, in particular of the EU transport policy, would be an asset;
- Experience in working with and/or in the South East European region would be an asset;

3) Communication

- Excellent ability to communicate orally and in writing to the public and to cooperate with stakeholders (European, international, national and local authorities, international organisations, etc.);
- Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organisation and with the Parties, Treaty bodies and stakeholders that have interests in implementing the Treaty;
- Excellent negotiation skills;
- Thorough knowledge of English orally and in writing. Knowledge of an official language of the Contracting Parties is considered an asset.

4) International experience and knowledge of the EU

- Thorough understanding of the EU Institutions and how they operate and interact, and of EU policies and international activities of relevance to the activities of the Transport Community;
- Professional experience acquired in European and/or international organisations is an asset.

5. Independence and declaration of interests

The Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

6. Selection and appointment

A selection panel will be set up for the selection process. This panel will invite applicants with the best profile for the specific requirements of the post to an interview, selected on the basis of their merits relevant to the post according to the criteria set out above. Candidates shortlisted by the selection panel will then be called for an interview with the European Commissioner responsible for Transport.

Following these interviews, the European Commission will propose one candidate to the Regional Steering Committee of the Transport Community. The Regional Steering Committee may ask for a hearing of the nominee before the decision for appointment is taken. The Regional Steering Committee will decide on the appointment of the Director, after consulting the Ministerial Council.

7. Equal opportunities

The European Commission and the Transport Community apply a policy of equal opportunities and non-discrimination in accordance with the Rules for Recruitment, working conditions and geographical equilibrium of the Permanent Secretariat's staff.

8. Conditions of employment ¹

The Director will be appointed as staff of the Transport Community for a three-year period, with a probation period of 6 months. The contract may be extended for successive periods of three years, based on performance and subject to a decision by the Regional Steering Committee.

The place of employment is Belgrade, where the Permanent Secretariat of the Transport Community is based.

Compensation will be commensurate with the qualifications and experience of the successful candidate, corresponding to experience and education. The annual salary will range from EUR 96.000 to EUR 120.000, depending on the level of experience ².

Availability at the earliest convenience would be an advantage.

9. Application procedure

For applications to be valid, candidates must submit:

- (1) a motivation letter;
- (2) a Curriculum Vitae (CV) in English. The CV should preferably be drafted using the Euro pass CV format³. The CV must imperatively refer to the job requirements as listed in the present vacancy notice and explain how, in the candidate's view, she/he meets at least each of the skills and competences mentioned therein.

and

- Certified copies of diplomas or certificates of studies
- Copy of passport/ID
- Employer references, work certificates or employment contracts
- A signed declaration using the attached form in Annex

Applications that are incomplete will be rejected.

¹ More details can be found in the Staff Regulations of the Transport Community on https://ec.europa.eu/transport/themes/international-relations/enlargement/transport-community_en

² Subject to approval by the Ministerial Council.

³ The Europass CV can be downloaded from the website: <https://europass.cedefop.europa.eu/documents/curriculum-vitae>

In order to facilitate the selection process, all communication with applicants concerning this vacancy will be in English.

Applications should be sent *by e-mail* to: EU-TCT-DIRECTOR-VACANCY@ec.europa.eu

Applicants are asked to report any change of address in writing without delay to the address above.

Contact person for additional information:

Alain Baron

E-mail:EU-TCT@ec.europa.eu

Phone: +32 229-91527

10. Closing date

Applications must be sent by email no later than 15 September 2019 (date of the e-mail), 12:00 (Brussels time).

The Commission reserves the right to extend the closing date of this vacancy by publication on the websites of the European Commission and of the Transport Community.

Shortlisted candidates will be contacted to schedule the interviews. The interviews will be organised in Brussels, Belgium.

11. Important information for applicants

Applicants are reminded that the work of the selection committees is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody to do so on their behalf.

12. Protection of personal data

The European Commission will ensure that candidates' personal data are processed as required by Regulation on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data⁴.

⁴ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (OJ L 295, 21.11.2018, p. 39).

APPENDIX: Applicant's declaration

Language skills:

Mother tongue:

Other languages:

.....

APPLICANT'S DECLARATION

- (1) I, the undersigned, declare that the information provided in this application form and its enclosures is correct and complete.
- (2) I declare that:
 - (a) I am a national of one of the Member States of the European Union or one of the South East European Parties as listed in the Treaty establishing the Transport Community and enjoy my full rights as a national.
 - (b) I have fulfilled any obligation imposed on me by the laws concerning military service.
 - (c) I can produce appropriate character references to prove my suitability for the performance of the envisaged duties.
- (3) Upon request, I will provide supporting documents concerning the three points 2) a., b. and c. above promptly, and I recognize that, if I do not provide such documents, my application will not be considered.
- (4) I am aware that the following supporting documents are essential for the admissibility of my application form:
 - (a) Documents proving the date of birth, nationality and residence
 - (b) Diplomas or certificates of studies at the level required
 - (c) Employer references, work certificates or employment contracts
- (5) I declare that I have not been subject of a penal or disciplinary condemnation (public service or professional bodies) and that I am not the subject of disciplinary or criminal proceedings.
- (6) I am aware that any false declaration may result in the cancellation of my application or, if necessary, the termination of the employment agreement with the Permanent Secretariat of the Transport Community.

.....

Date

.....

Signature