

**ASSISTANT TO THE DIRECTOR AND DEPUTY DIRECTOR**

**VACANCY NOTICE AT THE**

**PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY**

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

**ASSISTANT TO THE DIRECTOR AND DEPUTY DIRECTOR**

**1. The Permanent Secretariat of the Transport Community**

The Transport Community is an international organisation established by the Treaty<sup>1</sup>, signed on 9 October 2017 by the following Contracting Parties: the European Union, the Republic of Albania, Bosnia and Herzegovina, Kosovo \*, Montenegro, the Republic of North Macedonia and the Republic of Serbia. As of November 2022 Ukraine, the Republic of Moldova and Georgia are Observing Participants in the relevant Transport Community bodies.

The Transport Community is based on the progressive integration of transport markets of the South East European Parties into the European Union transport market based on the relevant *Acquis*, including the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, applicable to all modes of transport, apart from air transport.

The Permanent Secretariat of the Transport Community ("the TCT Secretariat") is one of the institutions set up under the Treaty. The TCT Secretariat 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 extension of the comprehensive and core TEN-T networks to the Western Balkans and supports the implementation of the 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.

The working language of the Transport Community is English.  
The TCT Secretariat is located in Masarikova 5, 11000 Belgrade, Serbia.

**2. The post of the ASSISTANT TO THE DIRECTOR AND DEPUTY DIRECTOR**

The Assistant to the Director and Deputy Director will provide administrative assistance to the TCT Secretariat Director and Deputy Director.

**Tasks and responsibilities shall include following:**

- Assist the Director and the Deputy Director by maintaining their daily work agendas, filtering the calls and taking messages and responding to general inquiries;
- Advise the Director and Deputy Director relating to the administrative organization of the Secretariat;

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<sup>1</sup> <https://www.transport-community.org/wp-content/uploads/2022/10/treaty-en.pdf>

\* 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.

- Managing documents' recording system and registration of incoming and outgoing correspondence (including e-correspondence);
- Take, transcribe and prepare notes, minutes, routine correspondence and other documents that are needed for the Director and Deputy Director;
- Handle appointments of the Director and Deputy Director, related documentation and follow up of management meetings;
- Closely monitor working agendas of the Director and Deputy Director and assist in monitoring deadlines and work flow;
- Arrange and facilitate travel and logistic needs of the Director and Deputy Director;
- Communication and coordination with various external stakeholders, partnering regional organisations, IFIs etc.;
- Manage communication and sending all related documentation for the RSC and Ministerial meetings;
- Keep track and manage all needed resources (office materials, refreshments etc.) for uninterrupted daily work activities of the Director and Deputy Director;
- Keep track of asset registry of the Director and Deputy Director;
- Based on the needs of TCT Secretariat, carry out any other tasks that is in the interest of the Transport Community, according to the instruction of the Director and Deputy Director.

### **3. Eligibility criteria:**

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

- **Citizenship:** Be a citizen of one of the Contracting Parties of the Transport Community Treaty, enjoying full citizen rights.

- **Education:**

- A level of secondary education attested by a diploma giving access to post-secondary education or;
- A level of post-secondary education attested by a diploma or;
- A level of completed university studies of at least three years attested by a diploma.

- **General professional experience:** Based on level of education, candidate shall have at least five years post-graduate experience acquired after the required education qualifications referred to it above.

- **Specific professional experience:** out of general professional experience, in order to be considered eligible, candidate shall have at least three years in administration or experience as office manager or working experience as an assistant to senior managerial position.

- **Languages:** Have an excellent knowledge of spoken and written English and Serbian.

- **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:** low.

### **4. Selection criteria:**

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

#### **1) Technical skills**

- Proven experience in general administration / office management;

- Ability to perform work of confidential nature and handle a large volume of work;
- Good reactivity and management on ad-hoc requests.

## **2) Technical knowledge**

- Proactive and solution driven;
- Proficient knowledge of Microsoft Office tools;

## **3) Communication**

- Excellent ability to communicate orally and in writing in English language;
- Good communication skills;
- Good knowledge of Serbian language orally and in writing;
- Knowledge of other languages of the Contracting Parties is considered an asset.

## **4) Other**

- Capable of performing well under pressure, prioritising tasks and meeting short deadlines;
- Team spirit and ability to adapt quickly to a changing working environment are essential;
- Work experience in an international/multicultural environment would be considered an asset;
- Good interpersonal skills;
- Availability at the earliest convenience would be an advantage.

## **5. Independence and declaration of interests**

The person appointed 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.

Candidates will undergo a written test and interviews that will take place at the Transport Community Permanent Secretariat headquarters unless differently decided.

Shortlisted candidates will be contacted to schedule the interviews.

Following the interviews, Transport Community Permanent Secretariat will inform the candidate selected for the job by email.

Not selected candidates will be informed by email.

## **7. Equal opportunities**

The Transport Community applies a policy of equal opportunities and non-discrimination following the Rules for Recruitment, working conditions and geographical equilibrium of the Transport Community Permanent Secretariat's Staff.

## **8. Conditions of employment<sup>3</sup>**

The person selected for the position will be appointed as a staff member of the Transport Community for a three-year period, with a probation period of six months. The contract may be renewed based on performance and is subject to a decision by the Director.

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

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<sup>3</sup> More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/legal-basis/>

A monthly salary will indicatively be EUR 2,500.00.

Indicative start date of employment: 1 August 2024; availability at the earliest convenience would be an advantage.

Employment shall be governed by the Staff Regulations of the Permanent Secretariat of the Transport Community <https://www.transport-community.org/staff-regulations/>

## 9. Application procedure

Candidates must submit their applications, via email to the following email address: [vacancies@transport-community.org](mailto:vacancies@transport-community.org).

For the application to be valid, the following needs to be provided:

1. A motivation letter;
2. A Curriculum Vitae (CV) in English. The CV must be drafted using the Euro pass CV format<sup>4</sup>;
3. Copies of diplomas or certificates of studies;
4. A Copy of the passport;
5. Two employer references confirming the general and specific professional experience;
6. Work certificates or employment contracts confirming candidates' general working experience;
7. A signed declaration using the attached form in Annex.

***Incomplete applications will not be taken into consideration.***

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

Applications, clearly specifying the job for which the candidate applies, should be sent by email to [vacancies@transport-community.org](mailto:vacancies@transport-community.org)

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

Any additional information may be sought by sending an email to: [vacancies@transport-community.org](mailto:vacancies@transport-community.org)

## 10. Closing date

Applications must be sent by e-mail no later than 10 Jul 2024 , 23.59 PM, CET (date of the email received by the Transport Community Permanent Secretariat).

The Permanent Secretariat of the Transport Community reserves the right to extend the closing date of this vacancy by publication of notification at the Transport Community webpage: <https://www.transport-community.org/job-opportunities/>

## 11. Important information for applicants

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

## 12. Protection of personal data

The Selection Panel will ensure that candidates' personal data are processed as required by the 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 data <sup>5</sup>.

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<sup>4</sup> The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

<sup>5</sup> 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

**ANNEX: 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 recognise that, if I do not provide such documents, my application will not be considered.
- 4) If selected for this post, certified or, notarised copies of all documents stated under aforementioned point 9 will be provided within ten working days from the day of receiving the request. I recognise that, if I do not provide such documents, my application will not be further considered.
- 5) 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;
- 6) I declare that I have not been subject to a penal or disciplinary condemnation (public service or professional bodies) and that I am not subject to disciplinary or criminal proceedings.
- 7) 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.

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Date

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Signature