

HEAD OF PROJECT IMPLEMENTATION UNIT
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:

Head of Project Implementation Unit (PIU) financed by the EU Grant NDICI-GEO-NEAR/2023/452-688

1. Overall Scope

European Commission approved grant funding (NDICI-GEO-NEAR/2023/452-688) to the Transport Community Permanent Secretariat related to progressive involvement of Georgia, the Republic of Moldova, and Ukraine (Observing Participants) in the activities of the Transport Community. In order to support Observing Participants in the field of transport, the Transport Community intends to engage, on a full-time basis, Head of PIU who shall work under the direct supervision of the TCT Secretariat Director and Deputy Director.

2. The Transport Community

The Transport Community is an International Organisation in the field of mobility and transport, established by the Treaty establishing the Transport Community ("the Treaty") signed on 9 October 2017. It has 36 participants: the European Union member states, Republic of Albania, Bosnia and Herzegovina, Kosovo* , Montenegro, the Republic of North Macedonia, and the Republic of Serbia as well as the three Observing Participants – Georgia, Republic of Moldova and Ukraine.

Transport Community is working on integrating Western Balkans' transport markets into the EU by assisting the six Western Balkan regional partners among themselves and with the EU. 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 6th Ministerial Council held on 15 November 2022 endorsed a [Joint Statement](#) calling for the more systematic involvement of Ukraine, the Republic of Moldova and Georgia as observing participants in the relevant Transport Community bodies.

3. The Secretariat

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 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.

* 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 working language of the Transport Community is **English**.

The Secretariat is located in Belgrade, Serbia.

4. The Project Implementation Unit (PIU)

The Project Implementation Unit (PIU) within the Transport Community Permanent Secretariat is being established for steering of all planned activities, administrative and financial management of the project NDICI-GEO-NEAR/2023/452-688, to provide expertise for the different transport modes and to support participation and progressive involvement of the Observing Participants to the Transport Community activities.

5. Position of the Head of Project Implementation Unit

Head of Project Implementation Unit (PIU) will be responsible for the overall coordination and management of the activities under the Project Grant. He/she shall ensure that the Project objectives are met in line with the Grant (NDICI-GEO-NEAR/2023/452-688) as described in General conditions applicable to European Union financed grant contracts for external actions (https://www.transport-community.org/wp-content/uploads/2024/01/Annex_II_e3h2_gencond_en.pdf).

Head of PIU will be managing and coordinating overall work of the Project Implementation Unit (PIU), ensuring timely and quality delivery in line with the Grant objectives and the activities planned under the Grant Contract and diligently steer financial implementation of the same. Head of Project Implementation Unit will be Reporting directly to the TCT Secretariat Director and Deputy Director.

More detailed, tasks of the PIU Head shall be the following:

- Coordinate activities related to identifying the needs of the observing participants, and steering their involvement to the activities and bodies of the Transport Community;
- Closely monitor and steer all financial aspects of the grant implementation, including expenditure verification, budget monitoring, financial reporting and procurements;
- Steering the process of transport reports preparation, including data collection;
- Contributing to definition of the PIU overall strategic objectives, work plan and specific objectives, in line with the grant requirements;
- Liaise with the Observing Participants, EU Member States, transport stakeholders and the competent European Commission services on transport policy aspects related to the Observing Participants;
- Liaise with the relevant authorities of the European Commission in regards to the Grant implementation;
- Ensuring the quality check of all documents prepared by the PIU before publication (internal or external);
- Supporting selection process of the PIU staff and consequently securing regular staff assessments;
- Providing effective leadership and interactive communication with all members of the PIU team ensuring synergy and coordination between TCT staff members and members of the PIU;
- Effective distribution and performance monitoring of tasks to the PIU staff;
- Securing the good communication and visibility of the Project in line with the Grant requirements;
- Participating whenever necessary in events, trainings, workshops and seminars;
- Contributing to briefing/notes, meetings preparation and follow ups, and any other type of documents/activities upon the request of the TCT Secretariat Director or Deputy Director;
- Carrying out any other tasks in the interest of the Transport Community and the Project Grant, according to the instructions of the Director and Deputy Director.

6. Eligibility criteria:

To be considered for the position, candidates must meet the following eligibility criteria:

- **Citizenship:** Being a citizen of one of the Member States of the European Union, one of the South East European Parties, or observing participants (Georgia, the Republic of Moldova, and Ukraine), enjoying full rights as a citizen.
- **Education:** Minimum University degree, a level of education which corresponds to completed university studies of at least four years attested by a diploma.
- **General professional experience:** Have at least 10 years of post-graduate experience acquired after the required qualifications referred to above was obtained in the transport sector.
- **Specific professional experience:** Out of the years of general professional experience acquired, at least five years of hands-on experience should be in management of an EU funded projects. Head of Project Implementation Unit shall have experience in working with or collaborating with the public administrations of TCT Contracting Parties or Observing Participants.
- **Languages:** Have excellent knowledge of spoken and written English.
- **Travel requirements:** low

7. Selection criteria:

Candidates will need to fulfil following criteria:

1) Technical skills

- Proven hands-on experience in financial management and implementation of EU financed projects;
- Ability to write extensive narrative reports in English;
- Proven capacity in resolving operational problems and solution-driven approach;
- Ability to perform work of confidential nature and handle a large volume of work;
- Experience in procurement procedures will be considered as asset;
- Experience in transport data collection would be considered as asset;
- Experience in working in an international environment will be considered an asset;

2) Technical knowledge

- General knowledge of the transport sector developments of the Observing Participants;
- Knowledge of different relevant aspects of EU-funded projects such as drafting EU grant application, identifying eligibility of expenditure, grant reporting etc.
- Computer literacy (Microsoft office);
- Excellent knowledge of English orally and in writing;
- Knowledge of EU transport policies would be considered as asset.
- Knowledge of any language of Observing Participants will be considered as asset.

3) Communication

- Ability clearly to communicate orally and in writing;
- Good interpersonal skills.

4) Other

- Ability to work with people of different nationalities, religions, and cultural backgrounds and displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Demonstrates professional competence to meet responsibilities and task requirements, and is

conscientious and efficient in meeting commitments, observing deadlines, and achieving results;
- Availability at the earliest convenience would be an advantage.

8. Time frame and location

Head of Project Implementation Unit (PIU) will be engaged within the period of the Grant implementation, with a probation period of two months and will be based in the premises of the Permanent Secretariat of the Transport Community, in Belgrade.

The contract will be concluded for the period up to the 31 December 2025. Possibility of renewal shall be subject to a further grant approval as well as to work performance.

Expected starting date: 2 June 2025

9. Remunerations and Employment Conditions

The Contract will be signed for full-time employment (40 working hours a week).

The gross monthly salary envisaged for this position could range from EUR 5.500 up to 6.000 depending on the overall experience.

10. 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.

11. 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 (according to the criteria set forth above) to the next stage of the selection process, consisting of a written test and an interview.

Selected candidates will undergo a written test and interview that will take place at the Permanent Secretariat of the Transport Community headquarters (unless differently decided) on the same day.

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

Shortlisted but not selected candidates, who have been interviewed but not retained for the position, will be informed by e-mail.

The candidates who were not shortlisted will be informed by email.

12. 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.

13. Application procedure

Candidates must submit their applications, via e-mail to the email address: vacancies@transport-community.org

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

1. Motivation letter, among others, highlighting the requirements under the selection criteria;

2. A Curriculum Vitae (CV) in English. The CV must be drafted using the Euro pass CV format²- please use the template in the link below;
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.

Applications, **clearly specifying the job for which the candidate applies**, shall be sent by email to vacancies@transport-community.org

Incomplete applications will not be taken into consideration.

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

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

Any request for additional information shall be communicated via e-mail to the email address: vacancies@transport-community.org

14. Closing date

Applications must be sent by email **no later than 27th February 2025**, 23.59 PM, CET (date of the e-mail received by the 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 TCT webpage: <https://www.transport-community.org/>.

Shortlisted candidates will be contacted to schedule the interviews. The interviews will be organized in person, unless differently decided and before the interview, the test will be scheduled. All information will be communicated no later than a week before the date of interview.

15. 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.

16. 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 ³.

² The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

³ 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
Financed under grant NDICI-GEO-NEAR/2023/452688 to the Transport Community Permanent Secretariat related to preparatory activities to support the progressive involvement of Georgia, the Republic of Moldova and Ukraine in the activities of the Transport Community.

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