

**DESK OFFICER IN CHARGE OF TRANSPORT OF DANGEROUS GOODS**

**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:

**DESK OFFICER IN CHARGE OF TRANSPORT OF DANGEROUS GOODS**

**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 Belgrade, Serbia.

**2. The post of the TCT DESK OFFICER IN CHARGE OF TRANSPORT OF DANGEROUS GOODS**

The Transport Community is searching for a skilled, highly motivated, dedicated and analytical professional who will be dealing with variety of tasks prescribed in the Transport of Dangerous Goods (TDG) portfolio:

- Provide a qualitative analysis of the overall existing legislation related to transport of dangerous goods by road, inland waterways and rail in all Western Balkan parties.

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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.

- Undertake a regular monitoring on legal initiative(s) by Commission on the transport of dangerous goods by road, rail and inland waterways in view of their transposition in the national legislation of the Western Balkan partners, with a special focus on chapter 14 and 21 of the Accession Process.
- Liaise with the competent Commission services, EU bodies, international organizations and other stakeholders that are dealing with transport of dangerous goods.
- Support and follow-up Western Balkan parties' administration in transposing and implementing relevant EU legislation with special attention on but not limited to Directive 2008/68/EC on the inland transport of dangerous goods (road, rail and inland waterways), Directive 2010/35/EU on transportable pressure equipment, Directive (EU) 2022/1999 on uniform procedures for checks on the transport of dangerous goods by road and/or Regulation (EC) No 1013/2006 on shipment of waste.
- Prepare a review and monitor on a regular basis the national legislations of Western Balkan parties in the field of transport of dangerous goods through steering the Technical Committee on Dangerous Goods.
- Follow up and propose recommendations for the alignment of their respective legislation with the following international agreements: European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID) and European Agreement Concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN).
- Support Regional Partners in initiating digitalisation of inspection enforcement.
- Update and follow-up on the level of implementation of the Guidelines on the Transport of Dangerous Goods in line with the best practices in EU countries.
- Identify administrative capacity's weaknesses in the region and propose solutions to address them.
- Liaise with other colleagues in charge for Road, Rail, Road Safety, Waterborne transport and Multimodality and support activities of the Technical Committees related to the issues of the dangerous goods.
- Participate wherever feasible at the different workshops and seminars related to transport of dangerous goods, especially those that could have impact on the supporting regional partners in advancing in the field.
- Drafting letters, notes, briefings etc. related to the transport of dangerous goods portfolio and advise the Director / Deputy and Head of Division on all subjects pertinent to it.
- Carrying out other tasks in the interest of the Transport Community, according to the instructions 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 university degree - a level of education which corresponds to completed university studies of at least four years degree, attested by a diploma.
- **General professional experience:** Have at least seven years in transport sector, post-graduate experience acquired after the required education qualifications.
- **Specific professional experience:** Out of the years of general professional experience acquired, at least four years of experience in the field of transport of dangerous goods is required.
- **Languages:** Be proficient in written and oral English – i.e. equivalent to C1 or C2 according to Common

European Framework of Reference for Language<sup>3</sup>.

- **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.

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

The successful candidate shall be an experienced professional who demonstrates requested experience and competencies, whereas applicants will be assessed on the basis of the following selection criteria:

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

- Proven experience in the area of transport of dangerous goods;
- Experience in interpreting, analysis and advising in the field of transport of dangerous goods;
- Experience in working in / collaboration with EU, UN or OTIF (or any other similar organisation involved in the Transport of Dangerous Goods file) will be considered as strong asset ;
- Ability to individually draft, produce reports and papers on technical issues and to collaborate with other relevant colleagues on reviewing and editing of jointly prepared documents.

##### **2) Technical knowledge**

- Knowledge of transport of dangerous goods (TDG) field;
- Knowledge of relevant EU transport policies in the field of transport of dangerous goods;
- Knowledge of the EU acquis transposition process will be considered asset;
- Computer literacy (Microsoft office);

##### **3) Communication**

- Strong communication skills and ability to speak/present clearly and concisely;;
- Professional proficiency in English, written and oral;
- Knowledge of other languages of the Contracting Parties is considered an asset.

##### **4) Other**

- Capable of performing well and calm under pressure, prioritising tasks and meeting short deadlines, delivering in a structured way, showing persistence when faced with difficulties and challenges;
- Learning and development skills; having flexibility and being opened towards new situations and demands;
- 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;
- Ability to handle a large volume of work;
- Availability at the earliest convenience would be an advantage;
- Readiness to work and live in Belgrade;
- Good interpersonal skills.

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

The person appointed will be required to make a declaration of commitment to act independently in

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<sup>3</sup><https://eu-careers.europa.eu/en/documents/common-european-framework-reference-languages>  
or

[https://eu-careers.europa.eu/en/system/files?file=2024-03/EN\\_Common%20european%20framework%20of%20reference%20for%20languages.pdf](https://eu-careers.europa.eu/en/system/files?file=2024-03/EN_Common%20european%20framework%20of%20reference%20for%20languages.pdf)

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>4</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.

A monthly salary will indicatively be EUR 4,500.00 – 4,700.00 depending on the level of experience.

Indicative start date of employment: preferably 15 April 2025; 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>5</sup> given 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;

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<sup>4</sup> More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/legal-basis/>

<sup>5</sup> The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

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.***

***Furthermore, required eligibility criteria must be fulfilled by the candidate in order to be considered for the further steps of selection process. Consequently, the candidate who does not fulfil requirements will be automatically eliminated from the selection process.***

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 requested 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<sup>th</sup> March 2025, 23.59, 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>6</sup>.

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<sup>6</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

.....  
Signature