



TERMS OF REFERENCES

1. Overview

The Stability Pact Anti-corruption Initiative (SPAI) was adopted in Sarajevo in February 2000 to address one of the most serious threats to the recovery and development of South East European countries. Corruption is highly detrimental to the stability of democratic institutions and considerably undermines the business climate, discourages foreign direct investment and hampers economic growth. SPAI took a multidisciplinary approach to fighting corruption, incorporating issues such as the adoption of international legal instruments, promotion of good governance, strengthening the rule of law, promotion of transparency and integrity in business operations and development of an active civil society. It also provided all partners with a general framework for coordination, optimization of effort and permanent dialogue with the donor community. Considering the fact that SPAI assumed that ultimately the regional states must themselves take ownership and leadership of the initiative, SPAI RSLO, in cooperation with the SPAI Chairperson, Stability Pact Working Table III and in close consultations with the SPAI Senior Representatives drafted, at the second half of 2006, the Memorandum of Understanding concerning Cooperation in Fighting Corruption through the South Eastern European Anti-corruption Initiative (MoU) that was disseminated for the final review by the SPAI Senior Representatives and Stability Pact National Coordinators until January 31, 2007. Based on these inputs SPAI RSLO officially initiated the signature procedure by the relevant national authorities. MoU was opened for signature and ratification by the SPAI Member countries during the SEECP JHA Meeting in Zagreb on April 13, 2007. The MoU regulates the steps that are to be taken by the Region in order to ensure the sustainability of the Regional Anti-corruption Initiative Secretariat in Sarajevo and leadership of the Anti-corruption Initiative.

2. Background

The SPAI Steering Group (SG) agreed at its September 2002 Meeting in Rome on the need to establish a Liaison Office in the region to promote local ownership of the anti-corruption initiative and to enhance regional capabilities to lead the fight against corruption in South East Europe. To this end, the SPAI participating states in the region (Albania, Croatia, Bosnia and Herzegovina, Moldova, Romania, Serbia and Montenegro, and Macedonia) agreed to establish the Regional Secretariat Liaison Office (RSLO) in Sarajevo, BiH. This decision was reconfirmed at the SPAI SG meeting in Brussels in April 2003 and endorsed at the Stability Pact Working Table and Regional Table meetings in Cavtat, Croatia in May 2003.



3. Mission

Regional Anti-Corruption Initiative serves as a concrete and visible demonstration of the commitment of its member countries to the continuing, concerted and coordinated fight against corruption in South East Europe.

RAI's mission is to lead regional cooperation to support anticorruption efforts by providing a common platform for discussions through sharing knowledge and best practices. RAI's motto is: "We look for better anti-corruption solutions together".

The Secretariat is the executive body of RAI.

The Secretariat facilitates regional cooperation and efforts in curbing corruption in SEE region by building on existing actions, through better coordination of all efforts, and by relying on high-level political commitment. The Secretariat adopts human rights based approach and promotes anti-discrimination by promoting the impact of corruption is looked at from perspectives including gender, disability and poverty.

The Secretariat strives to:

- serve as the main focal point for regional anti-corruption cooperation in Southeastern Europe through the coordination, facilitation and dissemination of best practices and lessons learned as well as through the interaction and coordination among member states and between member states and other international partners;
- act as a regional Anti-corruption Resource Center for the countries of SEE region; and
- enable a better integration and implementation of the international legal instruments concerning the prevention and fight against corruption.

4. Specific Objectives

Secretariat stipulates its specific objectives in the Work Plan that is developed every two years and is subject of approval of the RAI Steering Group. The Work Plan represents a compilation of national needs, regional demands and international commitments of RAI member countries. Its intention is to set Secretariats' strategic direction and to inform the wider anti-corruption community and all the stakeholders.

The Specific Objectives stipulated in the Work Plan are a product of joint efforts of Secretariat and the representatives of its member countries and observer countries alike. In the development of the Specific Objectives Secretariat also consults with its partner organizations and stakeholders.

RAI is a gender aware organization by committing to upholding fundamental rights and freedoms guaranteed by the European Convention on Human Rights and other relevant internationally recognized standards. The Secretariat is committed to ensuring that all programmatic and organizational endeavors of the Secretariat are gender sensitive.



In addition to the stated strategic commitments, Secretariat dedicates itself to exploring its environment and look for other anti-corruption endeavors in the SEE region. The Secretariat is committed to avoiding overlapping and ensuring synergies with comparable activities and processes implemented by different international organizations, beneficiaries and stakeholders.

RAI Secretariat keeps abreast of its Specific Objectives its Observers, thus strengthening collaboration and ensuring the best use of possible avenues of cooperation.

The Secretariat is a multidisciplinary regional Anti-corruption Resource Center and network for information and expertise exchange by providing a platform of interaction among relevant regional and international actors.

The Secretariat takes responsibility for SPAI RSLO historical records, files, facilities and infrastructure.



5. Human Resources

As stipulated in Chapter 2 of Office Policies Manual, the Secretariat structure is composed of two levels, core level and operational level staff.

Core level positions include international staff: Head of Secretariat with executive powers, and Senior Anti-corruption Adviser, and resident staff: Chief Finance and Operations Officer, and Chief Programme and Communications Officer.

Project /Operational level positions are not considered core staff and include: Anti-corruption Expert(s), Finance and Administration Assistant(s) and Project Officer(s). Recruitment of project/operational level staff will be subject to organizational needs and available funding.

The content of both core and project/operational level job descriptions is based on the assumption that the Secretariat has proper staffing to address all functions. If not, the core staff also handles the operational level activities.

In addition, the Secretariat offers Internship Program. The program is opened to all applicants, with candidates from the member countries having a priority.

The Secretariat could also benefit from the offers of the international partners to assist with specialized experts in implementing specific projects. International experts could be seconded to the Secretariat in addition to the core staff members.

All Secretariat staff shall be appointed through open, fair and transparent recruitment process ensuring the principle of equal opportunities. All member states shall have the opportunity to be represented in the Secretariat.

Recruitment of core international staff is a shared responsibility of Steering group, Chairperson and Secretariat, and the process selection shall be carried out as described in the Office Policies Manual. Initial appointment for the Head of the Secretariat and Senior Anti-corruption Adviser will be for two years, subject to renewal upon approval by the Steering Group.

Secretariat's staff shall be subject to annual performance evaluation. Chairperson shall conduct annual performance evaluation of the Head of the Secretariat. Head of the Secretariat shall conduct annual performance evaluation of other core and project/operational staff members. All performance evaluation reports shall be shared with the Steering Group and shall be kept in personnel file.

The salary for the Secretariat staff shall be based on Bosnia and Herzegovina's market conditions for professional staff in comparable positions. The Secretariat, on behalf of the local staff, shall make mandatory pension and disability insurance, health and unemployment insurance, and related salary tax contributions in accordance with the local laws. The health insurance shall be provided to local staff, international staff and international staff's dependants. All staff members and the Chairperson shall be entitled to travel health insurance. The payments related to the staff can be done from contributions by both donors and member states.



Under reserve of a new agreement with the hosting country, the legal status of the Secretariat's staff will be governed by the provisions of the Agreement made between the Government of Bosnia and Herzegovina (BiH) and the Stability Pact, signed in Brussels on September 15, 2003. BiH nationals will not enjoy any form of privileges or immunities normally accorded to the diplomatic or administrative and technical (A&T) staff of an embassy or international organization. Foreign experts seconded to the Secretariat may be administratively assigned to the contributing states' missions in Sarajevo and may derive diplomatic or A&T status on that basis.

International positions within Secretariat cannot be held by a country which held the position in the previous term. One country cannot represent both positions of international staff of Secretariat at the same time. The same principle applies for the Chairperson and Head of the Secretariat positions.

5.1. Core staff

5.1.1. Head of Secretariat

Position Description

The Head of Secretariat provides leadership and sets the direction of RAI Secretariat's strategic and policy development. The incumbent represents the Secretariat and promotes the achievements of RAI and its member states. He/she has the executive authority for Secretariat's operations and programmes. The incumbent is a core member of the Secretariat and reports to and maintains open communication with RAI Steering Group and the Chairperson.

Main Duties and Responsibilities

Strategic leadership:

- Implements the mandate and the mission of the Regional Anti-corruption Initiative;
- Maintains close strategic dialogue with RAI Member States, Observers, regional and international organisations, CSOs and other counterparts and stakeholders;
- Submits Secretariat Work Plans and Work Plan Evaluation Reports to the Chairperson and the Steering Group for review and adoption;
- Acts as a spokesperson of the organisation and represents the organisation in meetings with the governments, regional and international organisations and CSOs;
- Proposes strategic direction and strategic objectives of the Regional Anti-corruption Initiative to the Steering Group;
- Ensures RAI's focus on priority areas in anti-corruption in the SEE region and provides expert advice and recommendations;
- Has a pivotal role in cooperating with law enforcement, preventive, judicial and other anti-corruption bodies in member states, observers and other RAI partner states;
- Promotes RAI values.



Management:

- Performs overall direction, supervision and management of the Secretariat;
- Exercises executive authority with regard to finances, staff operations, and staff management;
- Oversees the Secretariat's programmatic aspects inclusive of monitoring and reporting;
- Keeps the RAI Steering Group and Chairperson fully informed of all significant operational, financial and other matters relevant to the Organisation;
- Strengthens the organisation's capacities by further development of organisational policies, promoting professional growth and expanding the scope of operations;
- Establishes and maintains a framework for the delegation of tasks and responsibilities to maximize resource allocation and utilization;
- Coordinates expertise and policy aspects of the Secretariat with other professional organisations, projects and stakeholders to ensure synergies and avoid overlapping;
- Adheres to standards and rules of conduct associated with the position.

People management:

- Creates a culture of continuous improvement and provides direction, guidance and support to assist in performance improvement and the accomplishment of business objectives;
- Leads and creates an inspiring, motivating and high performing team environment with regular, honest and open communication;
- Recognizes successful performance by rewarding individual and team accomplishments;
- Supports the development of individuals to help improve their performance and develop their career;

Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required.

Qualifications and skills

- A citizenship of a Regional Anti-corruption Initiative's member country;
- University degree in Law, Criminal Justice, Political Science, International Relations or a related field;
- At least seven years of professional experience in law, law enforcement, legislative, judicial or related anti-corruption fields with at least two years of experience at executive positions with knowledge of and experience in SEE region;
- Expert level experience with international organizations or bodies with anti-corruption competences;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in the SEE region;
- Familiarity with the political, social, economic and security landscape in South East Europe;
- Knowledge of human resource management;



- Fluency in English both written and oral and at least one other language of the region;
- Computer literacy.

Competences

- Setting the strategic direction of the Secretariat in response to the needs of relevant stakeholders;
- Developing people to improve their performance and fulfil their potential;
- Motivating people to achieve efficiency in working towards the team and organization's goals and deliverables;
- Acting proactively and to respond positively, creatively and constructively to changing situations and new demands;
- Demonstrating political sensibility and distinguish the complexity of interests in a multi-stakeholder environment.
- Excellent communication, planning and organizational skills.

Values

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;
- Treat all people fairly without favouritism.

5.1.2. Senior Anti-corruption Adviser

Position Description

Under the direct supervision of the Head of Secretariat, the Senior Anti-corruption Adviser leads expertise and policy aspects of the Secretariat and he/she is responsible for providing legal and law enforcement expertise on anti-corruption to the Head of the Secretariat, and to the Chairperson and the Steering Group, and establishing and maintaining relations with law enforcement, preventive, judicial and other anti-corruption bodies in member states, other RAI partner states, representatives of international organizations, and non-governmental organizations. The incumbent is a core member of the Secretariat.

Main Duties and Responsibilities

Expertize:

- Has a lead expert role in development of the Organization's Work Plan and implementing the objectives and activities stipulated by the Work Plan;
- Cooperates with law enforcement, preventive, judicial and other anti-corruption bodies in member states, observers and other RAI partner countries;
- Provide expert advice and input in formulating and implementing the strategic direction and strategic objectives of the Regional Anti-Corruption Initiative;



- Participates, in close cooperation and coordination with the Chief Program and Communications Officer, in the development and drafting of project proposals;
- Provides expertise and drives policy development elements of projects and programs;
- Is responsible for technical advice and guidance on anti-corruption and for technical contributions to regional training programs conducted by RAI;
- Participates and represents the Secretariat in anti-corruption events, as required.

Partnerships:

- Has a pivotal expertise role in establishing and maintaining relations with other international and regional organizations, non-governmental organizations, and other stakeholders dealing with anti-corruption;
- Supports the organization and participates in meetings with donors and partners.

Management:

- In the absence of Head of the Secretariat, assumes role of the Acting Head of Secretariat;
- Supervises, provides guidance and know-how to RAI interns, and assesses their achievements.

Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required.

In addition, performs all tasks relevant to the position of the Anti-corruption expert(s), in cases of non-recruited or absence of anti-corruption expert(s) at the operational level.

Qualifications and skills

- A citizenship of a Regional Anti-corruption Initiative's member country;
- University degree in Law, Criminal Justice, Political Science or Security studies;
- Five years of professional experience in law, law enforcement or related anti-corruption field;
- Expert level experience with international organizations or bodies with anti-corruption competences;
- Solid knowledge with UN, OECD, European Commission, and Council of Europe standards related to anti-corruption;
- Fluency in English both written and oral and at least one other language of the region;
- Computer literacy.

Competences

- Ability to develop and maintain partnerships, internally and outside the organization;
- Be able to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Have strong organizational skills and be capable of initiative and innovation;



- Work well independently and in teams to achieve collective goals through active participation.

Values

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;
- Treat all people fairly without favouritism.

5.1.3. Chief Financial and Operations Officer (CFO/CFOO)

Position Description

Under the direct supervision of the Head of Secretariat, the Chief Financial and Operations Officer proposes financial policy of the Organization, maintains efficient and effective financial and operating systems and processes, high service levels and continuously seeks to improve resource utilization. The incumbent has senior responsibility for financial management, operations, administrative, HRM and procurement management. The incumbent is a core member of the Secretariat.

Main Duties and Responsibilities

Financial Management:

- Oversees the work of the finance function as a whole to ensure that all activities related to the financial management, accounting and record-keeping of the Secretariat, including the preparation of operational and programmatic budgets and financial reports to the Steering Group and donors are conducted;
- Responsible for the accuracy and reliability of financial information, and compliance with organization and donor requirements;
- Participates and represents the Secretariat in inter-agency discussions and meetings in respect of general administrative and logistical issues and financial arrangements, systems and procedures which affect the operations.
- Initiates development of internal policies concerning accounting, financial controls and risk management.

Audit, Compliance and Internal Controls:

- Ensures all audits and evaluations are carried out on time, in line with relevant laws, internal and donors' financial policies and compliance requirements;
- Ensures proper internal and donor reporting on financial and operational issues;
- Provides guidance and clarification to staff on Secretariat's office policies;
- Formulates and proposes appropriate control procedures and systems to safeguard Organization's resources;
- Monitors the financial performance of the Secretariat.

Human Resource Management:

- Develops and proposes internal human resources policies, protocols and procedures;



- Facilitates and oversees human resources management activities including: recruitment, selection, hiring, performance and development, administering all types of contracts related to staff, temporary staff and interns, maintaining personnel files of staff members and temporary staff, ensuring their confidentiality, and ensuring that all employees have contracts and job descriptions.

Procurement Management:

- Provides advice and guidance on the application of the procurement and contracting policies;
- Ensures that procurement and contracting activities are conducted in compliance with the organization/donor requirements, with adherence to the transparency, accountability, efficiency and value for money aspects.

Administration management and support:

- Develops and administers operational and administrative policies, standards and practices;
- Provides expert and timely advice and recommendations on all aspects of the administrative support.

Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required.

In addition, performs all tasks relevant to the position of the Finance and Administration Assistant(s), in cases of non-recruited or absence of finance and administration assistant(s) at the operational level.

Qualifications and skills

- A citizenship of Bosnia and Herzegovina;
- University Degree (240 ECTS period) in public or business administration, management, finance, accounting or economics;
- At least five years of experience in similar role preferably in not-for-profit sector with at least two years of professional experience in financial planning, budgeting, accounting, and reporting, internal control in international organisations with knowledge of and experience in SEE region;
- Experience in financial management of multi donor-funded projects;
- Knowledge of relevant local laws, regulations, guidelines and administrative best practices related to non-profit management;
- Knowledge of fundraising, business development, grant applications and other development activities;
- Knowledge of human resource management principles and concepts;
- Professional fluency in English both written and oral;
- Computer literacy, with ability to use and knowledge of financial/accounting software(s).



Competences

- Excellent communication, planning and organizational skills with ability to maintain confidentiality in all aspects of work;
- Ability to work in demanding environment and within limited time frames, with strong attention to detail;
- Ability to set high quality standards and striving for continuous improvement;
- Ability to set goals and priorities, and assess actions and resources needed to achieve them;
- Ability to detect and solve problems by recognizing important information and link various data.

Values

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;
- Treat all people fairly without favouritism.

5.1.4. Chief Program and Communications Officer

Position Description

Under the direct supervision of the Head of Secretariat, the Chief Program and Communications Officer proposes program and communications policies of the Organization, maintains efficient and effective programme and communications processes, high service levels and continuously seeks to improve resources utilization. The incumbent has senior responsibility for management of the programmatic aspects of the organization, projects operations, partnerships facilitation and internal and external communication policies. The incumbent is a core member of the Secretariat.

Main Duties and Responsibilities

Programming:

- Proposes RAI's Program strategy and standards, and provides general oversight of the Secretariat's program activities;
- Provides expert and timely advice and recommendations on all programme related matters;
- Facilitates development of Secretariat's Work Plans, monitors their implementation, and prepares Progress Reports;
- Facilitates development of project proposals and concept papers inclusive of process planning and change management;
- Assists Chief Financial and Operations Officer with formulating project budgets, as well as with receipt of new grants, and compliance with financial reporting procedures;



- Leads internal organisational planning sessions on regular basis;
- Represents the Secretariat in project and funding negotiations and discussions with the donors, partners, stakeholders and beneficiaries.

Monitoring and Evaluation:

- Leads development of policies concerning monitoring, project-related metrics;
- Identifies potential problems and advises mitigation measures and actions;
- Ensures efficient and timely monitoring and reporting for all Secretariat's projects;
- Ensures compliance with donor and partners reporting rules and procedures.

Fundraising:

- Develops fundraising plan, identifying targets to be completed within specific timeframe;
- Ensures a stable revenue flow for the implementation of the Work Plan and programmatic budget of the Secretariat.

Communications:

- Leads development of internal and external communication policies;
- Provides expert and timely advice and recommendations on internal and external communications;
- Promotes RAI's impact on curbing corruption at the regional and national level by ensuring adequate visibility of Secretariat's achievements and actions.

Partnerships

- Builds, manages and strengthens relationships and partnerships with RAI's counterparts in members states, other regional and international organisations, donors and civil society by pursuing strategic and policy dialogue.

Gender

- Leads development of policies concerning gender mainstreaming and human right approach;
- Ensures compliance of all staff and projects to adopted gender mainstreaming and human rights policies;
- Acts as a Gender Focal point of the Secretariat.

Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required.

In addition, performs all tasks relevant to the position of Project Officer(s), in cases of non-recruited or absence of project officer(s) at the operational level.

Qualifications and skills

- A citizenship of Bosnia and Herzegovina;
- University degree (240 ECTS period) in Management, Economics, Development, Public Administration or a related field;
- At least 5 years of work experience in a similar role, preferably with an international organization, in a job related field with at least three years of



professional experience in projects development, project monitoring and reporting, with knowledge of and experience in SEE region.

- Experience in multiple-donor project management;
- Experience in writing funding proposals and project reports as well as familiarity with drafting or managing budgets and/or other financial procedures;
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society in SEE region;
- Fluency in English both written and oral;
- Computer literacy (with ability to operate Content Management System would be considered an advantage);
- Experience in communication relevant to public relations and promotion in the public sector.

Competences

- Ability to communicate effectively, both orally and in writing, with managers, colleagues, partners and beneficiaries, conveying information clearly, accurately, and in a timely manner;
- Ability to present ideas and plans clearly using the available resources;
- Ability to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Ability to develop and maintain partnerships and coalitions, internally and outside the organization;
- Ability to negotiate maximum results from meetings and reach compromises and agreements.

Values

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;
- Treat all people fairly without favouritism.

5.2. Project/Operational Staff

Position titles, descriptions, duties, responsibilities, as well as the qualifications and skills needed for the project/operational staff may be adjusted to specific project needs, as required.

5.2.1. Anti-corruption Expert(s)

Position Description

Under the supervision of the Senior Anti-corruption Adviser and the executive authority of the Head of Secretariat, the Anti-corruption Expert is responsible for implementation of project(s) by providing legal and law enforcement expertise on anti-corruption, and support establishing and maintaining relations with law enforcement, preventive, judicial and other anti-corruption bodies in member states,



international organizations, non-governmental organizations, and other RAI stakeholders.

Main Duties and Responsibilities

Expertize:

- Provides expert advice and input on anti-corruption issues;
- Supports Regional Anti-Corruption Initiative in development of RAI Work Plans and implementation of objectives and activities stipulated by the Work Plan;
- Supports establishing and maintaining cooperation with law enforcement, preventive, judicial and other anti-corruption bodies in member states, observers and other RAI partners;
- Develops different expert contents such as briefing papers, teaching materials, analysis, reports, etc.
- Participates, in close cooperation and coordination with the Chief Program and Communications Officer, in the development and drafting of project proposals;
- Implements RAI project activities in close cooperation with the Senior Anti-corruption Adviser and contributes to project monitoring and reporting;
- Actively participates in projects development, as well as implementation of projects adhering to contracted logframe, budget and monitoring schedules
- Advise and liaise on technical matters and guidance on anti-corruption and on technical contributions to regional training programs conducted by RAI;
- Participates and represents the Secretariat in anti-corruption events, as required.

Partnerships:

- Support establishing and maintaining relations with other international and regional organizations, non-governmental organizations, and other stakeholders dealing with anti-corruption;
- Supports the organization and participates in meetings with donors and partners.

Management:

- Provides guidance and know-how to RAI interns.
- Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required.

Qualifications and skills

- A citizenship of a Regional Anti-corruption Initiative's member country;
- University degree in Law, Criminal Justice, Political Science or Security studies;
- Three years of professional experience in law, law enforcement or related anti-corruption field;
- Expert level experience with international organizations or bodies with anti-corruption competences ;
- Be familiar with UN, OECD, European Commission, and Council of Europe standards related to anti-corruption;
- Fluency in English both written and oral and at least one other language of the region;
- Computer literacy (with ability to operate Content Management System would be considered an advantage).



Competences

- Ability to develop and maintain partnerships, internally and outside the organization;
- Be able to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Have strong organizational skills and be capable of initiative and innovation;
- Work well independently and in teams to achieve collective goals through active participation.

Values

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;
- Treat all people fairly without favouritism.

5.2.2. Finance and Administration Assistant(s)

Position Description

Under the direct supervision of the Chief Finance and Operations Officer and the executive authority of the Head of Secretariat, the Finance and Administration Assistant provides support to implementation of project(s), office budget management and accounting as well as overall administration support ensuring high quality, accuracy and consistency of work.

Main Duties and Responsibilities

Financial support:

- Assists Chief Finance and Operations Officer in the development of annual budgets;
- Assists in the provision of accurate and timely financial reports;
- Makes daily cash/bank payments and ensuring all payments are done in compliance with relevant policies and procedures, correctly authorised, coded and supported by relevant forms and documentation;
- Prepares regular cash counts and reconciliation of cash;
- Administers payroll and contributions and tax reporting for all international and local staff in accordance with national legislation and internal procedures.

Administration support:

- Establishes, maintains and updates shared documents, filing system and inventory list;
- Maintains and updates the attendance record for all staff: annual leave, sick leave, compensation leave, maternity/paternity, etc. as defined in the Office Policies Manual;



- Actively participates in projects development, as well as implementation of projects adhering to contracted logframe, budget and monitoring schedules
- Is in charge of logistical aspects in organization of conferences, workshops and other Secretariat's events;
- Provides verbal and written translations as required;
- Administers and maintains the roster of pre-vetted experts;
- Provides general administrative support to Secretariat staff, the Chairperson and the Steering Group, as coordinated by the Chief Finance and Operation Officer.

Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required;

Qualifications and skills

- A citizenship of Bosnia and Herzegovina;
- University Degree or equivalent in in public or business administration, management, finance, accounting or economics;
- 2 years of relevant experience in finance and administration, preferably in international organizations;
- Demonstrated experience in organization of conferences, workshops and/or training programs;
- Demonstrated work experience with different stakeholders: government institutions, public officials, international organizations, and civil society;
- Professional fluency in English both written and oral;
- Computer literacy.

Competences

- Excellent communication, planning and organizational skills with ability to maintain confidentiality in all aspects of work;
- Work well independently and in team to achieve collective goals through active participation;
- Focus on impacts and results and responds positively to feedback;
- Ability to prioritize the workload to ensure programme deadlines are met.

Values

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;
- Treat all people fairly without favouritism.

5.2.3. Project Officer(s)

Position Description

Under the direct supervision of the Chief Program and Communications and the executive authority of the Head of Secretariat, the Project Officer is responsible for



operational management and administration of the project(s) implemented by Secretariat. This includes cooperation with relevant public institutions in the SEE region, as well as working with civil society and international organizations active in the field of anti-corruption. Project Officer will also be required to deliver effective and efficient financial and administrative management of the respective project(s). Position requires frequent travel in the SEE region.

Main Duties and Responsibilities

Programme Implementation:

- Acts as a focal point for project(s) beneficiaries and maintains cooperation with stakeholders, in collaboration with other team members;
- Ensures adherence to relevant logframe objectives, action plans and budgets and quality assurance of implemented outputs;
- Assists Chief Program and Communications Officer to collect project cycle information in order to timely produce progress reports;
- Acts as event organizer of the project(s) through organization and coordination of regional working groups, conferences, workshops and training programs; facilitates agenda development and communication with beneficiaries;
- Coordinates with and supports Chief Finance and Operations Officer for administrative, technical and financial management of the project(s); especially insures verification of invoices, cash advances, reimbursement, and purchase orders in accordance with Donor and RAI terms and conditions;
- Administers procurement processes related to implementation of the project(s) in accordance with donor and RAI procurement guidelines;
- Participates and presents the project(s) internally and in inter-agency meetings when needed.

Partnership development and Communication:

- Establishes effective relations and maintains communication with project(s) beneficiaries, donors and key partners (multi-sectoral, government and non-government) at national and regional levels;
- Promotes RAI mission and values at meetings and other regional events, in particular human rights-based approach and gender equality;
- Provides support to the development of press releases/event minutes on project(s)-related activities;
- Provides inputs to communications and promotion products and materials, to ensure accurate information and quality.

People Management

- Participates in the recruitment and selection of project(s) related experts and other staff, as required;
- Takes lead in preparation of contracts for experts and other related staff and make sure the objectives of assignment are met within set deadlines and quality.

Performs other specific tasks relevant to the work of the Secretariat and the level of authority as required.

Qualifications and skills



- A citizenship of a Regional Anti-corruption Initiative's member country;
- University degree in management, business administration or public administration (alternatively University degree in other social sciences field supported by relevant experience in project development and implementation may be accepted);
- Minimum of 3 years of working experience in implementation of development projects in public sector or civil society. Experience in implementation of projects in justice and home affairs sector would be considered an advantage;
- Work experience on administrative and financial matters (including financial record-keeping);
- Demonstrated experience in working with different stakeholders: government institutions, public officials, international organizations, and civil society;
- Knowledge and experience in project cycle management;
- Experience in assignments related to organization of conferences, workshops, and/or training programs;
- Track record of similar assignments with donor-funded projects in the SEE region would be considered an asset;
- Familiarity in working with anti-corruption issues would be considered a strong asset;
- Fluency in English both written and oral;
- Computer literacy.

Competences

- Excellent communication, planning and organizational skills with ability to maintain confidentiality in all aspects of work;
- Ability to work in demanding environment and within limited time frames;
- Work well independently and in teams to achieve collective goals through active participation;
- Ability to present ideas and plans clearly using the available resources;
- Focus on impacts and results for the partners and responds positively to feedback;
- Ability to prioritize the workload to ensure project(s) deadlines are met.

Values

- Demonstrate integrity by modelling the universal and EU values and ethical standards;
- Display cultural, gender, religion, race, nationality and age sensitivity;
- Treat all people fairly without favouritism.

5.2.4. Interns

Tasks

Under the guidance and direct supervision of the Senior Anti-corruption Adviser, the intern works within the Secretariat implementing the programmatic objectives of the Organization.



Under the same conditions, the Intern provides substantive input and active involvement to the ongoing projects/activities and performs the following tasks and duties:

- Provide substantive input and active involvement to the running projects;
- Assist to the development and updating of the RAI's Online Resource Centre;
- Support the Secretariat staff in order to ensure the efficient preparation and delivery of RAI meetings and events;
- Perform other related tasks as directed by his/her direct supervisor.

The terms of reference describing the tasks of interns shall be prepared at an appropriate level of complexity and variety.

The Secretariat shall seek to create a working environment conducive to intern's substantive learning and professional development. The Senior Anti-corruption Adviser will provide guidance and know-how to the intern, assess the intern's achievements and prepare the intern's evaluation report, which will be delivered, along with the certificate, at the end of the above-mentioned period. If needed, the intern shall be asked to finalize by the end of the internship period a thematic study.

Qualifications required/Profile

- Bachelor's degree in Law, Political Science, Security Studies, or related field;
- Good knowledge of anti-corruption policy and strategic studies as well as of the justice and home affairs environment of the EU and SEE region;
- Strong organizational skills and self-motivation;
- Well-developed skills in research, analysis, and writing;
- Excellent knowledge of English and any other lingua franca in SEE region is an advantage;
- Working proficiency in word processing and IT basics;
- Ability to work co-operatively with people of different ethnic and national backgrounds;
- Experience and ability to work in a demanding environment and within limited time frames.

Status, responsibilities and obligations

Interns are not entitled to the privileges and immunities extended by the host country to the staff of Secretariat.

Interns shall not be sought or accepted as substitutes for staff to be recruited. Interns shall not represent the RAI and its Secretariat in any official capacity.

Interns shall observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status.

Interns shall provide Secretariat with a copy of all materials prepared by them during the internship. The Secretariat shall be entitled to all property rights, including but



not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship.

Interns shall respect the impartiality and independence required by the Organization and shall not seek or accept instructions regarding the services provided under the internship agreement from any person or authority external to the Organization.

Unless otherwise authorized by the appropriate Secretariat staff, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with the Secretariat, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with Secretariat.

The Secretariat is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship. Secretariat is also not responsible for compensation for damage to property or for service-related death, injury or illness incurred by interns during their period of internship.

Secretariat accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must show proof of valid medical insurance coverage and provide a medical certificate of good health.

Specific arrangements for internship program shall be announced and regulated in an internship agreement.

Duration of the internship program

Each internship period is from 3 to 6 months with the possibility to be renewed upon results achieved, special academic requirements or special needs within Secretariat, in accordance with local legislation. The internship program is on a full-time basis in accordance with working hours of Secretariat. In particular circumstances, it may be on a part-time basis.

Intern's expenses

Costs of relocation, accommodation, living expenses, and other expenses related to obtaining residence permit in BiH (if applicable) are the responsibility of the Secretariat in accordance with its financial capacities. Interns may participate in implementation of RAI events, when there is operational need and available funding. In these circumstances, travel management policies of the Secretariat shall be applied. The Secretariat will provide support and assistance to interns for other administrative issues.