



**EUROPEAN UNION**

DELEGATION TO BOSNIA AND HERZEGOVINA

## **The European Union Delegation to Bosnia and Herzegovina is looking for: Project Officer**

### **We are**

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

### **We offer**

We offer a post of Project Officer . Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Project Officer – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as technical and support staff to ensure effective programming and implementation of EU financial assistance to Bosnia and Herzegovina Demining actions and civil protection under the supervision and responsibility of the relevant head of section.

Detailed Job description of Project Officer is enclosed.

The place of employment is Sarajevo. This is a Local Agent post, classified in functional group 1, with an unlimited duration (but including a probationary period).

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

### **Selection Criteria**

Minimum Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. Has an excellent knowledge of English and local languages;
4. University degree or equivalent level of knowledge through extensive professional experience;
5. Minimum 5 years of experience in the field of civil engineering or civil protection/de-mining;

The following will be considered an asset:

1. Master degree or equivalent;
2. Previous work experience in a diplomatic mission /international organisation.

### **How to apply**

Please send your application and supporting documents to [delegation-bih-recruitment@eeas.europa.eu](mailto:delegation-bih-recruitment@eeas.europa.eu) with

subject “Application Ref. No 001/20”. . The package should include a cover letter and a detailed CV in English using the Europass CV format (available on our website <http://www.europa.ba>).

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to [delegation-bih-recruitment@eeas.europa.eu](mailto:delegation-bih-recruitment@eeas.europa.eu).

### **The procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include a written test and an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will publish on the website <http://www.europa.ba> that a candidate has (or has not) been recruited once the recruitment procedure has been completed.

**The deadline for applications is: 28<sup>th</sup> February 2020**

**Job Description for a Project Officer**

*The job function and the job description may be changed in accordance with the needs of the Delegation*

**Employer**

<b>EU Delegation</b>	Bosnia and Herzegovina
<b>Location</b>	Skenderija 3a, 71000 Sarajevo

**Job description**

<b>Group</b>	1
<b>e-Del-HRM and Sysper2 references</b>	e-Del-HRM 47559, Sysper 147331
<b>Section in the organisation chart</b>	OPS3 Section
<b>Next hierarchical superior (who to report to)</b>	Reporting to the Head of OPS3 and Head of Cooperation
<b>Working hours</b>	full time
<b>Working environment/conditions</b>	multicultural environment, business trips
<b>Job objective</b>	Under the responsibility of the Head of OPS3 / Head of Cooperation to ensure effective programming and implementation of EU financial assistance to Bosnia and Herzegovina Demining actions and civil protection
<b>Main Tasks</b>	<p><i>Policy analysis: sector analysis, strategy, formulation and programming duties in the areas of Demining and civil protection</i></p> <ul style="list-style-type: none"> <li>• Support policy dialogue with all relevant ministries, agencies, donors and other stakeholders</li> <li>• Contribute to sector analysis and to programming of activities under the Instrument for Pre Accession Assistance (IPA)</li> <li>• Contributes to the programming, identification and appraisal of EU financial assistance in close co-operation with the beneficiary institutions and authorities of Bosnia and Herzegovina</li> </ul> <p><i>Project management: project cycle management in the areas of Demining and civil protection</i></p> <ul style="list-style-type: none"> <li>• Implement all phases of the procurement process, including terms of reference, launching of tenders, evaluating the bids, preparing the contract files</li> <li>• Review and approve documents as part of contract management</li> <li>• Monitor on-going projects, draft progress reports and propose corrective actions if necessary</li> <li>• Assess payments for approval</li> <li>• Ensure effective co-ordination with other donors active in the field of competence</li> </ul> <p><i>Sectoral reporting on Demining and civil protection</i></p> <ul style="list-style-type: none"> <li>• Monitor and report on sectoral issues to the Hierarchy (including early warning on potential disputes)</li> <li>• Contribute regularly and timely to the Delegation's reporting to Headquarters on sectoral issues as well as to any specific request</li> </ul> <p><i>Internal and External communication: communication related to programme and projects in the areas of Demining and civil protection</i></p>

	<ul style="list-style-type: none"> <li>• Under the supervision of the Head of Section and the Head of Co-operation and in close relation with the Communication section, produce and disseminate the results of projects at workshops, seminars, conferences contributing to the achievement of the Delegation's objectives for the visibility of EU activities in Bosnia and Herzegovina</li> <li>• Extract and disseminate best practises and facilitate exchange of experiences</li> <li>• Writing briefings and speeches</li> </ul>
<b>Personal skills</b>	<p><i>Analysing problem solving:</i></p> <ul style="list-style-type: none"> <li>• Ability to conceptualise problems, identify and implement solutions</li> <li>• Capacity to analyse and structure information</li> </ul> <p><i>Communicating:</i></p> <ul style="list-style-type: none"> <li>• Ability to represent the Institution at external events (meetings, conferences, etc.)</li> <li>• Ability to understand and be understood</li> <li>• Capacity to communicate technical or specialised information</li> <li>• Drafting skills</li> </ul> <p><i>Delivering quality results:</i></p> <ul style="list-style-type: none"> <li>• Quality &amp; process ability</li> <li>• Eye for details and accuracy</li> </ul> <p><i>Prioritising and organizing:</i></p> <ul style="list-style-type: none"> <li>• Capacity to deliver in a structured manner</li> <li>• Planning capacity</li> </ul> <p><i>Soft skills:</i></p> <ul style="list-style-type: none"> <li>• Capacity to inter act in a professional and polite manner with colleagues and external beneficiaries.</li> <li>• Capacity to consider the different points of views of others without being confrontational.</li> <li>• Capacity to articulate opinions</li> </ul>
<b>Specific physical requirements (if any)</b>	

### Job specifications

	<b>Compulsory requirement</b>	<b>Asset</b>
<b>Qualifications</b>	University degree or equivalent level of knowledge through extensive professional experience	Master degree or equivalent
<b>Professional experience</b>	Minimum 5 years of experience in the field of civil engineering or civil protection/de-mining	Previous experience in a diplomatic mission /international organisation
<b>Knowledge of languages</b>	Excellent command of English and local languages	
<b>Knowledge of IT tools</b>		