VACANCY NOTICE FOR THE DEPUTY DIRECTOR OF THE PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY

Permanent Secretariat of the Transport Community

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

DEPUTY DIRECTOR OF THE PERMANENT SECRETARIAT

OF THE TRANSPORT COMMUNITY /

HEAD OF ADMINISTRATIVE AND FINANCIAL SECTOR

1. The Transport Community Permanent Secretariat

The Transport Community is an International Organisation established by the Treaty establishing the Transport Community ("the Treaty") that was signed on 9 October 2017 and comprises the following Parties: the European Union, Albania, Bosnia and Herzegovina, the Republic of North Macedonia, Kosovo*, Montenegro and the Republic of Serbia ("the Contracting Parties"). The Treaty entered into force on 1 May 2019.

The Transport Community is based on the progressive integration of transport markets of Albania, Bosnia and Herzegovina, the Republic of North Macedonia, Kosovo, Montenegro and the Republic of Serbia ("the South East European Parties") into the European Union transport market on the basis of the relevant acquis, including in the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, for all modes of transport excluding air transport.

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.

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 TEN-T extension of the comprehensive and core networks to the Western Balkans and supports the implementation of the Western Balkans Six (WB6) 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 Secretariat has a current staff of 22 experts and manages the Transport Community budget, which amounts to EUR 3.183.624 for 2026.

* 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.

On 15 November 2022, the Contracting Parties of the Transport Community Treaty and the Ministers in charge of transport from Ukraine, Georgia and the Republic of Moldova ("the Observing Participants") endorsed a joint statement on cooperation for the development of the transport sectors[1]. This political document formed the basis of involvement of the latter three countries as observing participants in the work of the Transport Community. To further support the countries' participation in the Transport Community, including through the provision of dedicated technical assistance, the EU put in place a grant for 2024-2026 financed under the Neighbourhood, Development and International Cooperation Instrument (NDICI)-Global Europe financing instrument. This grant is implemented by the Permanent Secretariat through a dedicated Project Implementation Unit ("PIU"). The PIU has a current staff of 6 experts.

The working language of the Transport Community is English.

The Secretariat is based in Belgrade.

2. Description of the position

Under the direct supervision of the Director, the Deputy Director/Head of the administrative and financial sector will be responsible for the preparation of the budget of the Transport Community and its Secretariat (including that of the PIU) and for all related staff issues. The Deputy Director will also have the responsibility of monitoring the communication strategy of the Secretariat as well as the regular maintenance of the transport databases/IT system, including the website of the Secretariat.

In the absence of the Director, the Deputy Director will take responsibility for the overall direction and management of the Secretariat.

3. Main Tasks of the Deputy Director / Head of administrative and financial sector

<u>On financial issues:</u>

1. To prepare the budget of the Transport Community as a whole and of the Permanent Secretariat in particular.
2. To assist the director in managing operationally the budget (of the Transport Community, as well as the grant of the PIU), in compliance with the EU rules of financial management.
3. To prepare operational information, as well as regular ad hoc reports for the competent institutions, relating to the preparation and management of the budget of the Transport Community (as well as that of the PIU); preparation of consolidate financial statements; response to the internal / external audit observations.
4. To be in charge of the availability and operation of efficient internal control systems and maintenance of relevant accountancy records.
5. To initiate the development and implementation of the accounting system, with a view to set an efficient and reliable reporting on financial activities, to improve the performance of the budget management and its control.

<u>On human resources / staff matters:</u>

1. To liaise with the external accounting service as well as other related authorities (insurance companies / ministries).

[1] Joint Statement on Cooperation for the Development of the Transport Sectors

2. To make the overall control of the maintenance of the database related to the leave entitlements of the officials in accordance with the Staff Regulations.
3. To prepare the procedures and assist the Director in the recruitment of officials of the Secretariat, from administrative and legal point of view.

On IT and Communication related issues:

1. To monitor the Secretariat's communication policy, in liaison with the Director.
2. To monitor the regular update of the IT systems of the Secretariat including the update of the transport databases located in the Secretariat.
3. Under the direct supervision of the Director, to organize and update the communication tools and instruments of the Secretariat; to liaise with the operational units in view to set up a communication plan for the Secretariat.

4. Eligibility criteria:

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

- Citizenship: Be a citizen of a Member State of the European Union or of one of the South East European Parties[2].
- University Degree or Diploma: A University degree is required, as follows:

  a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year's professional experience cannot be included in the post-graduate professional experience required below).
- Professional Experience: Have at least 10 years post-graduate experience acquired after the required qualifications referred to above was obtained.
- Relevant Professional Experience: Of the 10 years of professional experience, have acquired at least 4 years in administration / human resources / budget departments.
- Languages: Have a thorough knowledge of English.
- 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 to low.

5. Selection criteria:

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

[2] This does not include any of the Observing Participants of the Transport Community

1) Technical knowledge

- Proven experience in operationally managing a budget.
- Extensive knowledge in managing human resources.
- Sound knowledge of EU rules on financial management, including auditing.
- Ability to use communication tools.
- Experience in leading a small team of persons.
- Experience in working with and/or in the South East European Parties region would be an asset.

2) Communication

- Excellent ability to communicate orally and in writing to cooperate with stakeholders (European, international, national and local authorities, international organisations, etc.);
- Thorough knowledge of English orally and in writing. Knowledge of an official language of the Contracting Parties is considered an asset.

3) International experience and knowledge of the EU

- Knowledge of the EU Institutions / international public management;
- Professional experience acquired in European and/or international organisations is an asset.

6. 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 to an interview, selected on the basis of their merits relevant to the post according to the criteria set out above.

The candidates not invited to an interview will be informed by e-mail and will have the possibility to introduce a request for review against this decision within ten working days following the receipt of the e-mail. Any argument must be based on the initial application. No additional information will be taken into consideration. The selection panel has to reply to the candidates within ten working days (date of the receipt of the complaint).

Following those interviews, the European Commission will propose one candidate to the Regional Steering Committee. The candidates who have been interviewed but not retained for the position will be informed by e-mail. The candidates will have the possibility to introduce a complaint against this decision within ten working days following the receipt of the e-mail. The European Commission has to reply to the candidates within ten working days (date of the receipt of the complaint).

The Regional Steering Committee may ask for a hearing of the nominee before the decision for appointment is taken. The Regional Steering Committee will decide on the appointment of the Deputy Director, following consultation of the Ministerial Council.

7. Equal opportunities

The Commission and the Transport Community apply a policy of equal opportunities and non-

discrimination in accordance with the Rules for Recruitment, working conditions and geographical equilibrium of the Permanent Secretariat of the Transport Community.

8. Conditions of employment[3]

The Deputy Director will be appointed as staff of the Transport Community for a three-year period, with a probation period of 6 months. The contract may be extended twice for successive periods of three years, based on performance and subject to decision by the Regional Steering Committee.

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

Compensation will be commensurate with the qualifications and experience of the successful candidate, corresponding to experience and education. Annual salary will range from EUR 86.400 to EUR 100.800, depending on the level of experience[4].

Availability at the earliest convenience would be an advantage.

9. Application procedure

For applications to be valid, candidates must submit:

1) a motivation letter.
2) a Curriculum Vitae (CV) in English. The CV should preferably be drafted using the Euro pass CV format[5]. The CV must refer to the job requirements as listed in the present vacancy notice and explain how, in the candidate's view, she or he meets at least each of the skills and competences mentioned therein.

and

- Certified copies of diplomas or certificates of studies.
- Copy of passport/ID.
- Employer references, work certificates or employment contracts.
- A signed declaration using the attached form in Annex.

Applications that are incomplete will be rejected.

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

Applications should be sent by e-mail to: EU-TCT-DEPUTY-VACANCY@ec.europa.eu

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

Contact for additional information: EU-TCT@ec.europa.eu

10.Closing date

Applications must be sent by email no later than **13 November 2026** (date of the e-mail), **12:00**

[3] More details can be found in the Staff Regulations of the Transport Community
[4] Subject to approval by the Ministerial Council.
[5] The Europass CV can be downloaded from the website: https://europass.europa.eu/en

(Brussels time).

The European Commission reserves the right to extend the closing date of this vacancy by publication on the websites of the European Commission and of the Transport Community. Shortlisted candidates will be contacted to schedule the interviews.

11.Important information for applicants

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

12.Protection of personal data

The European Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council[6].

[6] 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 (OJ L 295, 21.11.2018, p. 39).

APPENDIX: 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 recognize that, if I do not provide such documents, my application will not be considered.
4) 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
5) I declare that I have not been subject of a penal or disciplinary condemnation (public service or professional bodies) and that I am not the subject of disciplinary of criminal proceedings.
6) 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