



ANNEX 1- Call for Contributions

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| Organisation: | European Union Special Representative in Bosnia and Herzegovina |
| Job Location: | Sarajevo, Bosnia and Herzegovina |
| Availability: | As of 01 November 2023 |
| Contract Regime: | Seconded/Contracted |

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| Job Titles/Vacancy Notice: | Head of Finance and Administration (IS/C 2023/06) – 1 position Sarajevo Seconded/Contracted – Expert level |
| Deadline for applications: | Deadline for submitting applications is extended until 18th September 2023 at 23:59 hours (Brussels time) |
| Email address to send the Job Application Form/CV: | <p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 and cover letter to the following email address:</p> <p style="text-align: center;">EUROPE-2@eeas.europa.eu or delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, should use the standard application form (Annex 2) and submit the application together with the cover letter to the email address below:</p> <p style="text-align: center;">delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>General aspects for seconded and contracted candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form.</p> |

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| Information: | <p>For more information related to the selection and recruitment, please contact:</p> <p style="text-align: center;">Aida Zunic (Ms) – EUSR in Bosnia and Herzegovina Tel: + 387 33 560 833</p> <p style="text-align: center;">Igbala Skalonja (Ms) – EUSR in Bosnia and Herzegovina Tel: + 387 33 560 837</p> <p>email: delegation-bosnia-and-herzegovina-eusr-personnel@eeas.europa.eu</p> <p>For updates on this position and other EUSR positions please check our website http://europa.ba</p> |

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

Contracted Personnel – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy.

Documents supporting educational qualifications and work experience, if issued in another language, should be accompanied by certified translations of the original documents in English language in accordance with the article VI.1.2 of the Guidelines on the main principles of classification of posts and grading of international contracted staff.

The EEAS, Western Balkans Division, requests EU Member States and European Institutions to second experts or to support the applications for contract regime to the available position with the EUSR in BiH, according to the described requirements and profile:

I. GENERAL CONDITIONS

Citizenship – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR Team. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the EUSR Team or respective tasks and activities. The candidates shall carry out their duties and act in the interest of the EUSR.

Flexibility and adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of the team with excellent interpersonal and communication skills and must be able to cope with possible extended separation from family and usual environment.

Physical and mental health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of international experts to the EUSR in Bosnia and Herzegovina for the Job Description:

1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EFQ)*, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills – The candidates must be fully fluent in written and oral English language.

Communication and Interpersonal Skills- The candidates must have excellent interpersonal and communications skills, both written and oral.

Organizational skills- The candidates must have excellent organizational skills with the ability to prioritise work to meet tight deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Driving Skills – Be in possession of a valid, including Bosnia and Herzegovina, civilian driver licence for motor vehicles (Category B or equivalent). Being able to drive any 4x4 wheel drive vehicles.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Western Balkans – The candidates should have good knowledge of the history, culture, social and political situation of the Western Balkans, in particular through field experience in a multilateral working environment.

Language - Proficiency in local language(s) will be considered an advantage.

III. ESSENTIAL DOCUMENTS AND REQUIREMENTS FOR THE SELECTED CANDIDATES

Passport – The selected candidate must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

Visas – Contributing States and selected candidate must ensure that visas are obtained for entry into Bosnia and Herzegovina prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Western Balkans/Bosnia and Herzegovina area.

Education diploma(s)/certificates or/and professional certificate(s) - The selected international candidates must have and present to the Mission the University diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

Personnel Security Clearance (PSC) –The selected candidate will have to be in possession of Personnel Security Clearance (PSC) at least “EU Secret” level. The seconded experts, the original national security clearance or a proof

* <https://ec.europa.eu/ploteus/content/descriptors-page>

of initiation of the process must accompany them upon deployment. For contracted experts, if necessary, the process may be initiated by EUSR BiH.

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for mission duty by a competent authority from the member State. This certification must accompany deployed seconded/contracted personnel.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION ON THE SELECTION PROCESS

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Bosnia and Herzegovina encourages Member States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for. Application form must be accompanied by a cover letter.

Selection process - The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

Information on the Outcome – Candidates applying for the contracted positions as well as Member States and European Institutions will be informed about the outcome of the selection process after its completion.

Data Protection – The EUSR Office processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

Job Description – The current reporting lines of the following job descriptions might be subject to modification based on the operational requirements.

V. JOB DESCRIPTION

Terms of Reference

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| Position Title: | Head of Finance and Administration |
| Position reference number: | IS 2023/06 |
| Staff Category: | International Seconded/Contracted – Expert Level |
| Direct Supervisor: | EUSR in BiH |
| Duty Station: | Sarajevo, Bosnia and Herzegovina |
| Position available: | 01 November 2023 |

The EUSR Head of Finance and Administration, is overall responsible for the effective operational functioning of the office of the EUSR.

The European Union Special Representative (EUSR) in BiH is double-hatted with the European Union Head of Delegation (EU HoD) and the offices and resources of the EUSR work in full collaborative and supportive association with the Delegation of the European Union to BiH. The EUSR also provides strategic advice to EUFOR/Althea.

Together, the Office of the EUSR and the Delegation of the European Union to BiH are referred to as the EU Office, with its main office in Sarajevo and its three small regional offices in Banja Luka, Mostar and Brcko. The Head of Finance and Administration will work closely with the EU Delegation counterparts, the European External Action Service, European Commission services and other EU institutions as required by the EUSR.

The post holder is directly responsible for the strategic forward planning of EUSR resources, their development and deployment, budget management, financial management, control and reporting, recruitment and human resources

management, procurement of services and projects, logistical services, and office and staff security. The EUSR office operates in compliance with EU rules and regulations in accordance with its mandate and the terms and conditions of its financing agreement with the European Commission Foreign Policy Instruments. Within the limits of the provisions made available to the EUSR and the guidelines set by the Council and the Commission, the post holder is overall responsible to ensure correct administrative and financial management of the office. The post holder provides staff management advice, taking initiative and providing active support to the EUSR on the strengthening of the office's internal operational effectiveness and quality assurance, its structure and operating practices.

The EUSR modus operandi and internal organisation will necessarily evolve in accordance with decisions of the Council of the European Union and in relation to the challenges the EUSR meets in BiH. The duties and responsibilities outlined are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend the duties and responsibilities here within.

Typical Duties and Responsibilities

- Oversight and management of all EUSR Operating Procedures including: budget management, financial management, control and reporting, recruitment and human resources management, procurement of services and projects, logistical services, and office and staff security;
- Oversight and management of all physical infrastructure and assets;
- Strategic forward planning and resource management, including but not limited to, annual budgeting, human resources management, external expert services/project programming;
- Oversight and management of budget use, expenditures, financial reporting, audit;
- Oversight and management of all procurement in accordance with EC PRAG and ex-ante rules applicable;
- Oversight and management logistical assets and services for the operational needs of the office;
- Compliance with established Operating Procedures, in line with EU and other accepted international and good governance standards;
- Develop and maintain professional contacts with other EU interlocutors in BiH and HQ Brussels to ensure effective and timely operations; ensuring good administrative order in full cooperation and collaboration with the administration of the EUD Delegation whilst respecting separate budgetary eligibility rules and procedures;
- Act as the chief signatory authority for budget expenditure in accordance with EUSR delegation of authority;
- Advise on and implement initiatives to strengthen the operational capabilities of the EUSR office;
- Lead on matters of general EUSR office management and house-keeping, facilitating effective and efficient teamwork, ensuring seamless coordination and collaboration with the joint resources of the EU Delegation;
- Support the planning, programming and implementation of numerous public outreach and political engagement projects/actions. Oversight and contract management of all external projects, contracts;
- Maintain, implement, update EUSR operational procedures as required ensuring due inclusion of EUSR General Legal Counsel and Executive Office on matters relevant;
- Responsibility for office security and supervisor to the EUSR mission security officer;
- Directly supervise the work of the staff with the Administration and Finance team, including their work quality and professional performance;
- Responsible for the adherence of EUSR to its rules and regulations and good practice.

Professional Requirements/Qualifications

- University degree or equivalent;
- Minimum 12 years of progressive relevant experience in operations and resource management, including related resources management experience in an EU organizational environment (CFSP/CSDP/other);
- Resource management experience in multicultural/international organisations with multiple team structures and reporting lines, of a similar size and complexity and related political/EU mandates. Related mission experience in a 3rd country and a mission accredited with diplomatic status;
- Good working knowledge of EU administrative rules, regulations, procedures including financial, procurement and contracting, human resources, security, etc.

Competencies & Attributes

- Strong team leadership and mentoring skills, experience in project cycle management and results based management, good experience in resource management in multifunctional team settings;
- Excellent communication skills, including the ability to motivate and support staff;
- Excellent oral and written English;

- ICT skills commensurate with the requirements of the post;
- Openness to change and ability to manage complexities within a rapidly changing environment.

General Conditions

- National of a Member State of the European Union;
- The Candidate will need to be in possession of a necessary level of security clearance (EU Secret or equivalent) for the post. Further advice may be provided upon request;
- The Candidate will need to be certified medically fit for employment by a competent authority/person in the country of the candidate's residence;
- Possession of a valid driver's license "B" category and ability to drive EUSR official vehicles.