

**VACANCY NOTICE FOR THE**  
**DESK OFFICER FOR WATERBORNE TRANSPORT**  
**/INLAND WATERWAYS, MARITIME AFFAIRS AND PORTS /**  
**PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY**

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

**DESK OFFICER FOR WATERBORNE TRANSPORT (INLAND WATERWAYS, MARITIME AFFAIRS, AND PORTS)**

**1 – The Secretariat**

The Transport Community is an International Organisation established by the Treaty establishing the Transport Community ("the Treaty") which 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 Serbia.

The Transport Community shall be based on the progressive integration of transport markets of 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 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 (SEE).

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 extension of the comprehensive and core TEN-T 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 working language of the Transport Community is English.

The Secretariat is located at Masarikova 5, 11000 (Belgrade) – Serbia.

\* 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.

## **2 – The position of the Desk Officer for Waterborne Transport (inland waterways, maritime affairs and ports)**

### Tasks and responsibilities shall include following:

1. Under the supervision and coordination of the Head of Division for Project Preparation and Financing, Desk Officer for Waterborne Transport (inland waterways, maritime affairs and ports) shall be responsible:
  - a. for the policy area related with waterborne transport (inland waterways, maritime affairs and ports) identified in the Transport Community Treaty (TCT) as set out in Annex I and
  - b. for providing guidance and support to the Regional Parties' administrations on projects and project financing related to sustainable waterborne transport development of the TEN-T Core and Comprehensive Networks in the Western Balkans.

### More specifically:

2. To contribute to the adoption and supporting the implementation of EU legislation by the Regional Parties (RPs') in the field of waterborne transport, in line with the objectives of the Transport Community Treaty;
3. To support any Transport Technical Committee in line with Article 26 of the TCT;
4. Contribute to the implementation of the TCT AP compliant with the Regional Parties' waterborne transport objectives and in line with the EU legislation, and further support and monitor AP implementation;
5. To contribute to the monitoring and quality review of the Regional Connectivity indicators, in close cooperation with the other desk officers;
6. To contribute to data collection related to waterborne transport, provide a qualitative analysis and, in close cooperation with the other Desk Officers, participate in the preparation of the TCT Permanent Secretariat strategic, planning and reporting documents;
7. To liaise with the Western Balkans partners, EU institutions, EU based agencies (EMSA) and other international organizations dealing with waterborne transport such as International Maritime Organization (IMO) etc;
8. To draft documents related to waterborne transport and advise the Director/Deputy Director and Heads of Divisions on all subjects relevant to this transport sector.
9. Based on the needs of the Permanent Secretariat, carry out any other tasks in the interest of the Transport Community, according to the instruction of the 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 a Contracting Party of the Transport Community or of a Member State of the European Union.
- **University Degree or Diploma:** A University degree 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 of professional experience cannot be included in the post-graduate professional experience required below).

- **General Professional Experience:** Have at least 8 years of post-graduate experience acquired after the required qualifications referred to above were obtained;
- **Specific Professional Experience:** Of the 8 years of professional experience, have acquired at least 4 years in the sector of maritime, ports and inland waterways;
- **Languages:** Have an excellent knowledge of spoken and written 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

#### **4- Selection criteria:**

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

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

- Proven capacity to monitor policy initiatives and programmes;
- Proven experience in inland waterways, maritime affairs and ports.

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

- A University degree in engineering, transport, logistics or economy. A specialization in inland waterways, maritime affairs and ports will be considered as an asset;
- A thorough understanding of EU transport policies, with respect to the TEN-T in particular;
- An excellent knowledge of EU legislation relating to inland waterways, maritime affairs and ports;
- Familiar with the inland waterways, maritime affairs and ports sector in the Western Balkans region.

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

- Excellent ability to communicate orally and in writing;
- Excellent knowledge of English;
- Knowledge of other languages of the Contracting Parties is considered an asset;
- 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 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. The Panel shall invite short listed 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.

Interviews will take place online.

Candidates shall be required to take a written test.

Following the interviews, the Director will inform the candidate selected for the job within 10 working days.

Shortlisted but not selected candidates, who have been interviewed but not retained for the position, will be informed by e-mail. The candidates will have the possibility to submit a complaint against this decision within ten working days following the receipt of the e-mail. The Permanent Secretariat of the Transport Community shall reply to the candidates within ten working days, as of date of the receipt of the complaint.

The candidates who were not shortlisted will be informed by email and will have the possibility to submit a complaint 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 candidate shall receive a reply within ten working days, as of the date the complaint has been received.

The complaint communicated by the non-selected candidates shall not postpone unanimous decision of the Selection committee.

## **7- Equal Opportunities**

The Permanent Secretariat of the Transport Community applies a policy of equal opportunities and non-discrimination in accordance with the Rules for Recruitment, Working Conditions and Geographical Equilibrium of the Permanent Secretariat's Staff.

## **8- Conditions of Employment<sup>1</sup>**

The person selected for the position will be appointed as a staff of the Transport Community for a three-year period, with a probation period of 6 months. The contract may be renewed based on performance and subject to decision by the Director.

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

Compensation will be commensurate with the qualifications and experience of the successful candidate. Monthly salary will indicatively range from EUR 4,500.00 to EUR 5,000.00 depending on the level of experience.

Availability at the earliest convenience would be an advantage.

---

<sup>1</sup> More details can be found in the Staff Regulations of the Transport Community webpage

## 9- Application Procedure

Candidates must submit their applications and requested documents, clearly specifying the job for which the candidate is applying for, via e-mail to the e-mail address: [vacancies@transport-community.org](mailto:vacancies@transport-community.org) . Deadline for applications – 28<sup>th</sup> of November 2020.

*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 should be drafted using the Euro pass CV format<sup>2</sup>.
- (3) Copies of diplomas or certificates of studies
- (4) Copy of passport
- (5) 2 Employer references
- (6) Work certificates or employment contracts
- (7) A signed declaration using the attached form in Annex

Applications that are incomplete or arrive after the deadline, shall be rejected.

All the documents listed above, if in a language different from English, should be accompanied with a *certified English translation*.

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

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

Contact person for additional information: Mr. Matej Zakonjšek, Director of the TCT Secretariat, via e-mail [vacancies@transport-community.org](mailto:vacancies@transport-community.org) .

## 10- Closing Date

Applications must be sent by e-mail no later than 28<sup>th</sup> of November 2020, 1:00 PM, CET (date of the e-mail received by the Secretariat).

The Permanent Secretariat reserves the right to extend the closing date of this vacancy by publication of notification at the TCT webpage: <https://www.transport-community.org/> .

Shortlisted candidates will be contacted to schedule the interviews. The interviews will be organized online and, prior to the interview, the test will be organized online as well. Candidates will be informed about modalities and platforms to be used for this purpose. The information will be communicated no later than a week before the date of their interview.

## 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.

---

<sup>2</sup> The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

**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 any supporting documents concerning aforementioned points 3. and 4. I recognize that, if I do not provide such documents, my application will not be further considered.
  
- 4) If selected for this post, certified, notarized copies of all documents stated under aforementioned point 9. will be provided within 10 working days from the day of receiving the request. I recognize 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 of a penal or disciplinary condemnation (public service or professional bodies) and that I am not the subject of 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.

.....

Date

.....

Signature