

VACANCY NOTICE
ADMINISTRATIVE ASSISTANT
PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY

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

ADMINISTRATIVE ASSISTANT

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 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 (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 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, 11 000 Belgrade, Serbia.

2. Position of the Administrative Assistant

The Administrative Assistant will provide administrative assistance to the Secretariat Staff and primarily to the Division in charge of Project Preparation and Financing, assisting in various administrative tasks led by the Head of Division in charge of Project Preparation and Financing.

Tasks and responsibilities shall include the following:

Provide assistance to the Secretariat Staff: primarily to the Division in charge of Project Preparation and Financing by answering and filtering phone calls, taking messages, responding to general inquiries and managing the e-mail exchange and calendar.

* 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.

- Support implementation of TCT Secretariat operational strategies: support full compliance of administrative activities with the TCT Secretariat rules, policies, work plans and objectives; provision of inputs to the preparation and implementation of TCT Secretariat work plans and reports.
- Provision of general administrative and logistical support: organisation of office supplies, keeping track record of the same, collecting invoices and processing them for payment; arrangements of travel and hotel reservations, perform the role of travel organiser for travel activities; administrative support to conferences, workshops and other TCT events; collection of information for related TCT events, travel agencies and other administrative surveys, support to organisation of common services such as visa requirements and security arrangements, interpretation; maintenance of the filing system ensuring safekeeping of confidential materials and regular update of the Transparency Register; support to organisation of procurement processes; assistance in finance administration such as compilation of necessary documentation for expenditure processing, entering transactions into the accounting software, preparing bank payment orders, maintaining contact with vendors on matters regarding invoices, reconciliations etc., scanning and filing of accounting documentation, provision of information for audit; take, transcribe and prepare notes, minutes, conclusions, routine correspondence and other texts that are needed for the overall activity, as well as input to reports and other type of documents, small scale translation;; handle appointments and manage the general TCT email address.
- Support to office maintenance and assets management: maintenance of records on assets management and preparation of required reports; provision of support to maintenance of premises and common services; maintenance of files and records relevant to office premises and related maintenance; custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
- Support to knowledge building and knowledge sharing: provision of necessary administrative support for effective knowledge management and sharing within the TCT Secretariat; participation in training for staff of the TCT Secretariat.

3. Eligibility criteria:

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

- **Citizenship:** Being a citizen of one of the Member States of the European Union or of one of the South East European Parties, enjoying full rights as a citizen.

- **Education:**

- a level of education which corresponds to post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least five years as per professional experience requirements stipulated below;

or

- a level of education which corresponds to completed university studies of at least three years 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).

or

- a level of university education when the normal period of university education is four years or more

- **General professional experience:** Have at least 5 years post-secondary or 3 years post-graduate experience acquired after the required qualifications referred to above were obtained;
- **Specific professional experience:** Out of the years of general professional experience acquired, at least 2 years in administration or working experience as an Assistant, Office Manager or Administrative Secretary;
- **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:** Low.

4. Selection criteria:

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

1) Technical skills

- Proven experience in general administration, administering and executing administrative processes and transactions;
- Proven capacity in resolving operational problems;
- Ability to perform work of confidential nature and handle a large volume of work;
- Ability to support a team and team building skills;
- Good reactivity is an asset;

2) Technical knowledge

- Proficient knowledge of Microsoft Office tools, especially spreadsheets;
- Hands on experience with an ERP system such as SAP, Oracle, SAGE or MS-Dynamics would be an advantage;

3) Communication

- Excellent ability to communicate orally and in writing;
- Excellent knowledge of English oral and written;
- Good knowledge of the Serbian language orally and in writing would be an advantage;
- Knowledge of any other official language of the Contracting Parties is considered an advantage.
- Good interpersonal skills.

4) Other

- Availability at the earliest convenience would be an advantage.

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. 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.

Interviews will take place with physical presence. Candidates will have a written test.

Following the interviews, the Director will inform the candidate selected for the job within 5 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 five calendar days following the receipt of the e-mail. The Permanent Secretariat of the Transport Community shall reply to the candidates within five calendar days, as of date of the receipt of the complaint.

The candidates who were not shortlisted will be informed by e-mail and will have the possibility to submit a complaint against this decision within five calendar 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 five calendar days, as of the date the complaint has been received.

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

7. Equal opportunities

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 employment²

The person selected for the position 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 renewed based on performance and subject to a 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, corresponding to experience and education. Monthly salary will indicatively range up to EUR 2,000.00 as a maximum ceiling, depending on the level of education and working experience.

9. Application procedure

Candidates must submit their applications, via e-mail to the email address: vacancies@transport-community.org .

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 must be drafted using the Euro pass CV format³.

² More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/legal-basis/>

³ The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

3. Copies of diplomas or certificates of studies
4. Copy of passport
5. 2 Employer references confirming the general and specific professional experience
6. Work certificates or employment contracts confirming working experience
7. A signed declaration using the attached form in Annex

Applications that are incomplete will not be taken into consideration.

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

Applications, clearly specifying the job for which the candidate is applying for, should be sent by email to vacancies@transport-community.org.

Applicants are asked to report in writing any change of address, 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

10. Closing date

Applications must be sent by e-mail no later than 13 May 2022, 1 PM CET (date and time 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 on the TCT webpage: <https://www.transport-community.org/>.

Shortlisted candidates will be contacted to schedule the interviews. The interviews will be organised in person and, prior to the interview, the test will be scheduled. All information will be communicated no later than a week before the date of the interview.

11. Important information for applicants

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

12. Protection of personal data

The Selection Panel will ensure that candidates' personal data are processed as required by the Regulation on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data⁴.

⁴ 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

ANNEX: Applicant's declaration

Language skills:

Mother tongue:

Other languages:

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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 recognise that, if I do not provide such documents, my application will not be considered.
- 4) If selected for this post, certified, notarised copies of all documents stated under aforementioned point 9. will be provided within 10 working days from the day of receiving the request. I recognise 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 of 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.

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Date

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Signature