

**VACANCY NOTICE FOR THE  
TRANSPORT ACQUIS AND LEGAL DESK OFFICER  
PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY**

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

**TRANSPORT ACQUIS AND LEGAL DESK OFFICER**

**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 is 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 Transport Acquis and Legal Desk Officer**

The Transport Acquis and Legal Desk Officer will be working under the Division in charge of Transposition and Implementation of the EU Acquis.

\* 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.



**Tasks and responsibilities shall include following:**

1. Under the supervision and coordination of the Head of Division on Transposition and Implementation of EU Acquis, the Transport Acquis and Legal Desk Officer shall be:
  - Legal expert with specific knowledge of the EU legislation / Acquis in the area of transport, in particular Chapter 14 - Transport Policy, and Chapter 21 - Trans European Transport Network (TEN-T).
  - Responsible for providing legal guidance and support on the adoption and transposition of the EU Acquis (ANNEX I of the Transport Community Treaty) into national legislation of the South East European Parties.

More specifically:

1. Contribute to the adoption/transposition and supporting the Regional Partners (RP's) in the implementation of EU transport legislations, in line with the objectives of the Transport Community Treaty;
2. In close cooperation with the European Commission services, monitor and report on the Chapter 14- Transport Policy and Chapter 21- Trans European Transport Network (TEN-T) of the Accession Process and the Connectivity Reform Measures under the Berlin process;
3. Undertake analysis of the transport sector and policies of the Regional Partners in a view of preparation of the Transport Community Treaty Permanent Secretariat strategic, planning and reporting documents;
4. Coordinate activities with the EU Commission related to review and update of ANNEX I of the Transport Community Treaty
5. Contribute to and support regional partners in using any available assistance for the drafting and transposition of the transport legislation (such as TAIEX, Twinning etc.);
6. Provide advice on legal matters to the Director/Deputy Director and Heads of Division on all subjects pertinent to TCT and TC Permanent Secretariat's legal documents.
7. Based on the needs of the Permanent Secretariat, carry out any other tasks in the interest of the Transport Community, according to the instruction by 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 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 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 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).

- **General professional Experience**: have at least 8 years' 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 5 years in the area of EU Transport legislation;
- **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 policies in the transport sector and accession process;
- Proven experience in transport related EU acquis.

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

- A University degree in law or political sciences or international relations or economy;
- A thorough understanding of EU transport policies and accession processes;
- A good knowledge of the EU transport legislation, its transposition and implementation;
- Experience in dealing with administrative legal tasks would be considered as advantage;
- Knowledge of the Western Balkans region and its policies is desirable.

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

- Excellent ability to communicate orally and in writing;
- Excellent knowledge of English oral and written;
- Knowledge of any other languages 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 may take place with physical presence or online.

Candidates will have 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 five working days following the receipt of the e-mail. The Permanent Secretariat of the Transport Community shall reply to the candidates within five working days (date of the receipt of the complaint), 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 five 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 reply within five working 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 employment<sup>1</sup>**

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 from EUR 4,500.00 to EUR 5,000.00 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](mailto: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 format<sup>2</sup>.
3. Copies of diplomas or certificates of studies, in English or with appropriate translation
4. Copy of passport
5. 2 Employer references confirming the general and specific professional experience, in English or with appropriate translation

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<sup>1</sup> More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/legal-basis/>

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



6. Work certificates or employment contracts confirming working experience, in English or with appropriate translation
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 in the email subject line for which the candidate is applying for, should be sent by email to [vacancies@transport-community.org](mailto: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 email [vacancies@transport-community.org](mailto:vacancies@transport-community.org)

### **10 - Closing Date**

Applications must be sent by email no later than 21 July 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 or online and prior to the interview, the test will be scheduled. All 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 the 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 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 data<sup>3</sup>.

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<sup>3</sup> 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 recognize that, if I do not provide such documents, my application will not be 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 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