

**ROAD AND ROAD SAFETY DESK OFFICER**  
**VACANCY NOTICE AT THE**  
**PERMANENT SECRETARIAT OF THE TRANSPORT COMMUNITY**

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

**ROAD AND ROAD SAFETY DESK OFFICER**

**for the Project Implementation Unit (PIU) financed by the EU Grant NDICI-GEO-NEAR/2023/452-688**

**1. Overall Scope**

European Commission approved grant funding (NDICI-GEO-NEAR/2023/452-688) to the Transport Community Permanent Secretariat related to progressive involvement of Georgia, the Republic of Moldova, and Ukraine in the activities of the Transport Community. In order to support Observing Participants in the field of road and road safety, the Transport Community intends to engage, on a full-time basis, Road and Road Safety Desk Officer.

The Road and Road Safety Desk Officer shall work under the direct supervision of the Head of Project Implementation Unit (PIU), who will be responsible for the overall activity of the PIU.

**2. The Transport Community**

The Transport Community is an International Organisation in the field of mobility and transport, established by the Treaty establishing the Transport Community ("the Treaty") signed on 9 October 2017. It has 36 participants: the European Union member states, Republic of Albania, Bosnia and Herzegovina, Kosovo\* , Montenegro, the Republic of North Macedonia, and the Republic of Serbia as well as the three Observing Participants – Georgia, Republic of Moldova and Ukraine. Transport Community is working on integrating Western Balkans' transport markets into the EU by assisting the six Western Balkan regional partners among themselves and with the EU. 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).

**3. The Secretariat**

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

---

\* 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

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.

#### **4. The Project Implementation Unit (PIU)**

The Project Implementation Unit (PIU) within the Transport Community Permanent Secretariat is being established for steering of all planned activities, administrative and financial management of the project NDICI-GEO-NEAR/2023/452-688, as well as to provide expertise for the different transport modes and to support participation and progressive involvement of the Observing Participants to the Transport Community activities.

#### **5. Position of the Road and Road Safety Desk Officer**

During the grant implementation (NDICI-GEO-NEAR/2023/452-688), the Road and Road Safety Desk Officer will provide variety of tasks relating to the road transport field as well as to road safety. He/She shall make sure that all activities prescribed within the grant are properly fulfilled.

More specific, tasks and responsibilities of the Road and Road Safety Desk Officer will include, but are not limited to:

- Overseeing and supervising of all activities relating to road and road safety development in Ukraine, the Republic of Moldova and Georgia within the framework of the Transport Community.
- Monitoring and coordinating the transposition and implementation by the Observing Participants of the transport acquis included under Annexes I.1 and I.3 of the Transport Community Treaty.
- Providing guidance to the relevant authorities in the Observing Participants with regard to the prioritisation of the road acquis transposition and implementation, in line with the obligations provided under the Association and Stabilisation Agreements and the Transport Community Treaty.
- Providing guidance and support to the national authorities in the Observing Participants with regard to the relevant EU Acquis transposition and implementation.
- Contributing to the development of a monitoring methodology for Acquis Chapters 14 and 21 for the Observing Participants, in close coordination with the competent services of the Commission (DG NEAR, EU Delegations).
- Monitor the progresses achieved by the Observing Participants in reaching compliance with Acquis Chapters 14 and 21 in the road sector.
- Monitoring the performance and development of the indicative extension of the TEN-T road network in the Observing Participants.
- Ensuring coordination of all activities related to the Road and Road Safety Action Plans for the Observing Participants.
- Liaising with the Road Coordinator and the Desk Officer for Road Safety on all relevant topics pertaining to the preparation and updating of the Road and Road Safety Action Plans.
- Monitoring the implementation of the Road and Road Safety Action Plans by the Observing Participants (setting-up milestones, sending early warnings, identifying encumbrances and proposing remedial measures).

- Preparing quarterly monitoring reports on the implementation of the Road and Road Safety Action Plans in the Observing Participants, in close coordination with other TCT officials (Road Coordinator and Road Safety Desk Officer).
- Coordinating the activities related to the preparation and biannual update of an overall strategy designed to improve the quality standards of the extended TEN-T road network in the Observing Participants, in accordance with Article 9.2 of the Transport Community Treaty (including data collection and report drafting).
- Coordinating the activities related to the preparation of the annual TEN-T Report for the Observing Participants in the road sector (managing the data collection process, report drafting).
- Participating in the identification, preparation, assessment, and monitoring of relevant TEN-T road projects in the Observing Participants.
- Monitoring the latest developments in EU sectoral policies and assisting Observing Participants in aligning their relevant policies in the road and road safety fields.
- Identifying Technical Assistance needs in the road and road safety fields and assisting the Observing Participants in addressing them with optimal efficiency and effectiveness, making best use of all available resources (including but not limited to JASPERS, EPIC, TCT grant budget, etc.)
- Liaising with other relevant stakeholders for the coordination of strategies, investment planning, programmes and projects related to the road sector in the Observing Participants.
- Ensuring complementarity/synergy between The Eastern Partnership Road Safety Observatory and the Western Balkans Road Safety Observatory.
- Coordinating the participation of the Observing Participants at the Technical Committees on Road and Road Safety and contribute, whenever necessary, to other technical or social committees organised under the Transport Community framework.
- Coordinating the attendance of the Observing Participants to all events/trainings/study tours/etc. pertaining to the road sector organised under the Transport Community framework.
- Contributing to the proper organisation and implementation of all relevant events for the road sector, in close coordination with the Road Coordinator and Road Safety Desk Officer.
- Drafting proposals for the TCT grant budget (technical assistance/studies/institutional support measures, etc.) in line with the key priorities set-up under the Transport Community Treaty and the grant contract.
- Preparing Terms of reference/Technical Specifications, participating in the related tender procedures and ensuring management of the resulting services contracts.
- Liaising with the relevant authorities of the Observing Participants, European Commission, EU Member States and other relevant EU/international/regional/national bodies in view of fostering the cooperation in the road and road safety fields under the Transport Community Treaty.
- Drafting letters/notes/briefings/reports relating to the road and road safety sector and advise the Director / Deputy and Head of Project Implementation Unit on all topics pertinent to its remit.
- Carrying out any other tasks in the interest of the Transport Community, according to the instruction of the Director/Deputy Director/Head of PIU.

## 6. 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, of the South East European Parties, or Observing Participants (Georgia, the Republic of Moldova, and Ukraine), enjoying full rights as a citizen.
- **Education:** A level of education which corresponds to completed university studies of at least four years attested by a diploma. A Master's degree (or equivalent) in a relevant discipline will be an added advantage.
- **General professional experience:** Have at least eight years of post-graduate experience in the transport sector acquired after the required qualifications referred to it above.
- **Specific professional experience:** Out of the years of general professional experience acquired, at least five years of experience in dealing with road or road safety policy or projects.
- **Languages:** Have excellent knowledge of spoken and written English. Knowledge of any language of the Observing Participants will be considered as an asset.
- **Age Limit:** At the deadline for applications, be able to complete the full mandate before the end of the month in which she or he reaches the age 66.
- **Travel requirements:** low to medium.

## 7. Selection criteria:

Applicants will be assessed based on the following selection criteria:

### 1) Technical skills

- Proven capacity to monitor policy initiatives and programmes (experience in policy drafting and/or evaluation will be considered an asset);
- Proven experience in road and road safety;
- Proven capacity in resolving operational problems;
- Basic project management knowledge and skills;
- Ability to handle a large volume of work; Ability to write narrative reports in English.

### 2) Technical knowledge

- Excellent knowledge of the road sector in all fields related to policy framework, infrastructure and operation, including road safety;
- A thorough knowledge of relevant EU transport policies;
- An excellent knowledge of the EU legislation in the field of road and road safety;
- Experience and knowledge of the EU acquis transposition process in third countries in road and/or road safety sectors will be considered an advantage;
- Experience and knowledge of road infrastructure planning, prioritisation and development will be considered an advantage; Computer literacy (Microsoft office);
- Working experience and familiarity with Observing Participants will be considered an advantage.

### 3) Communication

- Excellent ability to communicate orally and in writing;
- Excellent knowledge of English orally and in writing;
- Excellent knowledge of any Observing Participants language will be considered a strong asset;
- Good interpersonal skills.

### 4) Other

- Ability to work with people of different nationalities, religions, and cultural backgrounds and

- displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Demonstrates professional competence to meet responsibilities and task requirements, and is conscientious and efficient in meeting commitments, observing deadlines, and achieving results;
  - Availability at the earliest convenience would be an advantage.

## **8. Time frame and location**

The Road and Road Safety Desk Officer will be engaged within the period of the grant implementation, with a probation period of six months and will be based in the premises of the Transport Community Permanent Secretariat in Belgrade.

The contract will be concluded for the period up to the 31 December 2025. Possibility of renewal shall be subject to a further grant approval as well as to work performance.

**Expected starting date:** 1 April 2024; availability at the earliest convenience would be considered an advantage.

## **9. Remunerations and Employment Conditions**

The Contract will be signed for full-time employment, i.e. 40 working hours a week.

The gross monthly salary envisaged for this position is between EUR 4.500-4.750, depending on the overall experience.

## **10. 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.

## **11. 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 based on their merits relevant to the post according to the criteria as set forth above.

Candidates will undergo a written test and interviews that will take place at the Transport Community Permanent Secretariat headquarters unless differently decided.

Following the interviews, Transport Community Permanent Secretariat will inform the candidate selected for the job within five 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 can 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, from the date of the receipt of the complaint.

The candidates who were not shortlisted will be informed by email and can 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, 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 Panel.

## 12. Equal opportunities

The Transport Community applies a policy of equal opportunities and non-discrimination following the Rules for Recruitment, working conditions, and geographical equilibrium of the Transport Community Permanent Secretariat's Staff.

## 13. 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 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;
4. A Copy of the passport;
5. Two employer references confirming the general and specific professional experience;
6. Work certificates or employment contracts confirming candidates' general working experience;
7. A signed declaration using the attached form in Annex.

Incomplete applications will not be taken into consideration.

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 applies, shall be sent by email to [vacancies@transport-community.org](mailto:vacancies@transport-community.org)

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

Any request for additional information shall be communicated via e-mail to the email address: [vacancies@transport-community.org](mailto:vacancies@transport-community.org)

## 14. Closing date

Applications must be sent by email **no later than 23 February 2024, 11.59 PM, CET** (date of the e-mail received by the Secretariat).

The Permanent Secretariat of the Transport Community 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 in person, unless differently decided and before the interview, the test will be scheduled. All information will be communicated no later than a week before the date of interview.

---

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

### **15. Important information for applicants**

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

### **16. 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 data <sup>3</sup>.

---

<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:** .....

### 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 or, notarised copies of all documents stated under aforementioned point 9 will be provided within ten 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 to a penal or disciplinary condemnation (public service or professional bodies) and that I am not subject to 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