

**ROAD PROJECT 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:

**ROAD PROJECT OFFICER**

**1. The Permanent Secretariat of the Transport Community**

The Transport Community is an international organisation established by the Treaty<sup>1</sup>, signed on 9 October 2017 by the following Contracting Parties: the European Union, the Republic of Albania, Bosnia and Herzegovina, Kosovo \*, Montenegro, the Republic of North Macedonia and the Republic of Serbia. As of November 2022 Ukraine, the Republic of Moldova and Georgia are Observing Participants in the relevant Transport Community bodies.

The Transport Community is based on the progressive integration of transport markets of the South East European Parties into the European Union transport market based on the relevant *Acquis*, including the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, applicable to all modes of transport, apart from air transport.

The Permanent Secretariat of the Transport Community ("the TCT Secretariat") is one of the institutions set up under the Treaty. The TCT Secretariat 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 TCT Secretariat is located in Masarikova 5, 11000 Belgrade, Serbia.

**2. The post of the ROAD PROJECT OFFICER**

The Transport Community is searching for highly motivated Road Project Officer who will work in close cooperation with the Road Coordinator and under the supervision and coordination of the Head of Division in charge of Project Preparation and Financing and shall be:

- Liaison with road authorities and enterprises ensuring the implementation of projects on the Indicative Extension of the TEN-T Road Network.

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<sup>1</sup> <https://www.transport-community.org/wp-content/uploads/2022/10/treaty-en.pdf>

\* 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.

- Liaising with other relevant stakeholders for the coordination of strategies, investment planning, programmes and projects related to the road sector in the WB6.
- Collaborating with the Road Coordinator on organising meetings with network of road directors.
- Liaising with Regional Partners if needs arise during the evaluation of (pre)feasibility studies.
- Liaising with EU Delegation on implementation of the EIP (Economic Investment Plan for Western Balkans).
- Monitor, on regular basis, the progress of road infrastructure projects in the Western Balkan region along the extended TEN-T road network.
- Provide screening opinions together with the Road Coordinator on road project applications submitted for financing to EU financial instruments (Connecting Europe Facility / Western Balkan Investment Framework) or to IFIs.
- Contribute for the road projects reporting in the Annual monitoring report on TEN-T Development, 5-year Rolling Work Plan for Development of the Indicative TEN-T extension and other reports and documents produced by TCT (managing the data collection process, drafting reports etc).
- Contribute to the monitoring of the provisions of Chapter 21 of the Accession Process.
- Monitoring the progress achieved by the Regional Partners in reaching compliance with the Acquis Chapter 21 in the road sector.
- Contribute and participate in the Technical Committee on Road and, when necessary, to other working bodies of the TCT.
- Liaise with the national and regional authorities of Western Balkan parties and EU MS fostering cooperation in the road infrastructure development.
- Provide road projects data input and data update in the Transport Observatory Database System (TODIS). Regular validation of the transport projects data (on yearly basis).
- Contribute to institutional capacity building of the relevant road stakeholders in the Western Balkans.
- Identify technical assistance needs in close cooperation with the Road Coordinator, develop related terms of reference, tender documents, support the procurement process and steer contract implementation management, addressing them with optimal efficiency and effectiveness, making best of use of all available resources (including, but not limited to JASPERS, EPIC etc).
- Overall contribution to the proper organisation and implementation of all relevant events for the road sector, in close cooperation with the Road Coordinator.
- Drafting proposal for the TCT budget (technical assistance, studies, institutional support measures etc.) in line with the key priorities set under the Transport Community Treaty.
- Preparing Terms of reference / Technical Specifications, participating in the related tender procedures and ensuring management of the resulting service contracts.
- Attending workshops, trainings, seminars or other events related to road portfolio, as might be the case.
- To draft letters, notes, briefings etc. relating to the road infrastructure and advise the Director, Deputy Director and Head of Division on all subjects pertinent to road project issues.
- Based on the needs of the TCT Secretariat, to carry out any other tasks in the interest of the Transport Community, according to the instruction of the Director, Deputy 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 Contracting Parties of the Transport Community Treaty, enjoying full citizen rights.

- **Education:** A university degree, - a level of education which corresponds to completed university studies of at least four years attested by a diploma. Specialisation in road transport would be an asset.

- **General professional experience:** Have at least eight years post-graduate experience acquired after the required education qualifications referred to it above.

- **Specific professional experience:** Pertinent experience road infrastructure projects. Out of eight years of general professional experience minimum five years of specific professional experience in road infrastructure projects is required. This experience must have been gained after obtaining the university degree. Only appropriate professional experience acquired after achieving the minimum qualification stated in the previous paragraph shall be taken into consideration.

- **Languages:** Have an excellent ability to communicate in English orally and in writing – the successful candidate should have very good drafting skills in 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 to medium.

#### **4. Selection criteria:**

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

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

- Proven capacity to monitor road project investments.
- Proven experience in the road infrastructure projects.

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

- A thorough knowledge of EU transport networks, for the TEN-T one in particular.
- An excellent knowledge of the EU financing mechanism.
- Knowledge of transport-related database systems would be an asset.
- Specialization in road transport shall be considered as an asset.

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

- Excellent ability to communicate orally and in writing;
- Thorough knowledge of English orally and in writing;
- Knowledge of other languages of the Contracting Parties is considered an asset;
- Good interpersonal skills.

##### **4) Other**

- Capable of performing well under pressure, prioritising tasks and meeting short deadlines;
- Experience in dealing with EU institutions, EU instruments and IFIs will be considered as asset;
- Work experience in an international/multicultural environment would be considered an asset;
- Team spirit and ability to adapt quickly to a changing working environment are essential;
- 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. The 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 email. The candidates can submit a complaint against this decision within five calendar days following the receipt of the email. The Permanent Secretariat of the Transport Community shall reply to the candidates within five calendar days from date of the receipt of the complaint.

The candidates who were not shortlisted will be informed by email and they can submit a complaint against this decision within five calendar days following the receipt of the email. 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 decision of the Selection Panel.

## **7. 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.

## **8. Conditions of employment<sup>3</sup>**

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

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

A monthly salary will indicatively be EUR 4,500.00 to EUR 5,000.00 depending on the level of experience.

Indicative start date of employment: 1 April 2024; availability at the earliest convenience would be an advantage.

Employment shall be governed by the Staff Regulations of the Permanent Secretariat of the Transport Community <https://www.transport-community.org/staff-regulations/>

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<sup>3</sup> More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/legal-basis/>

## 9. Application procedure

Candidates must submit their applications, via email to the following 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>4</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.

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 applies, should 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 additional information may be sought by sending an email to: [vacancies@transport-community.org](mailto:vacancies@transport-community.org)

## 10. Closing date

Applications must be sent by e-mail no later than 24 February 2024, 1 PM, CET (date of the email received by the Transport Community Permanent 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 Transport Community webpage: <https://www.transport-community.org/job-opportunities/>

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

## 11. 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.

## 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 data 5.

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<sup>4</sup> The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

<sup>5</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.

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Date

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Signature