

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:

DESK OFFICER IN CHARGE OF ROAD SAFETY

1. The Permanent Secretariat of the Transport Community

The Transport Community is an international organisation established by the Treaty¹ (TCT), 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 Belgrade, Serbia.

2. The post of the TCT DESK OFFICER IN CHARGE OF ROAD SAFETY

The Transport Community is searching for a skilled, highly motivated, dedicated and analytical Road safety professional, who will be dealing with variety of tasks prescribed in the road safety (RS) portfolio:

- Monitor and coordinate all road safety activities in the Western Balkans within the scope of the Transport Community.

¹ <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.

- Oversee and coordinate the implementation of activities related to the Transport Community Treaty (TCT) Road Safety Action Plan.
- Lead the development, coordination, and implementation of initiatives under the Western Balkan Road Safety Observatory (WBRSO).
- Track the latest developments in EU road safety policy and, where necessary, initiate targeted technical assistance to support Western Balkan stakeholders.
- Support, in cooperation with relevant European Commission services and desk officers, the effective implementation of all road safety-related activities linked to the EU accession process, with a particular focus on the transposition and enforcement of Annex I of the Transport Community Treaty.
- Coordinate and guide the Technical Committee on Road Safety and contribute, as needed, to other bodies and forums within the Transport Community.
- Maintain regular coordination with key stakeholders and international organisations involved in road safety to facilitate information exchange and promote best practices.
- Contribute to the drafting of Transport Community policy papers, reports, and related documents.
- Provide support and advice to Regional Partners, in close collaboration with the Road Project Officer and Road Coordinator, on the road safety components of project preparation.
- Draft letters, notes, and briefings on road safety matters and advise the Director, Deputy Director, and Head of Division on all relevant issues.
- Perform other duties in the interest of the Transport Community as assigned by the Director, Deputy Director, or immediate supervisor.

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 degree, attested by a diploma. Post-graduate experience acquired after the required education qualifications will be considered an asset.
- **General professional experience:** Have at least seven years of experience in the transport sector.
- **Specific professional experience:** Out of the years of general professional experience acquired, at least four years of experience in the field of road safety is required.
- **Languages:** Be proficient in written and oral English – i.e. equivalent to at least C1 according to Common European Framework of Reference for Language³.
- **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:

The successful candidate shall be an experienced professional who demonstrates requested experience and competencies, whereas applicants will be assessed on the basis of the following selection criteria:

³<https://eu-careers.europa.eu/en/documents/common-european-framework-reference-languages>
or
https://eu-careers.europa.eu/en/system/files?file=2024-03/EN_Common%20european%20framework%20of%20reference%20for%20languages.pdf

1) Technical skills

- Proven experience in the field of road safety and road safety legislation;
- Experience in road safety data or transport analysis would be considered as an asset;
- Experience in working with the EU relevant institutions and/or WHO will be considered as strong asset;
- Ability to individually draft, produce reports and papers on road safety issues and to collaborate with other relevant colleagues on reviewing and editing of jointly prepared documents.

2) Technical knowledge

- Knowledge of the road safety related legislation;
- Knowledge of relevant EU transport policies in the field of road safety;
- Good knowledge of the EU road safety strategy and Vision 0;
- Knowledge of Western Balkans regional partners state of play in the road safety;
- Knowledge of the EU acquis transposition process will be considered asset;
- Computer literacy (Microsoft office).

3) Communication

- Strong communication skills and ability to speak/present clearly and concisely;
- Professional proficiency in English, written and oral;
- Maintaining good relationships/communication channels with current and future relevant parties/stakeholders of road safety sector.

4) Other

- Capable of performing well and calm under pressure, prioritising tasks and meeting short deadlines, delivering in a structured way, showing persistence when faced with difficulties and challenges;
- Learning and development skills: having flexibility and being opened towards new challenges and demands;
- Team spirit and ability to adapt quickly to a changing working environment are essential;
- Work experience in an international/multicultural environment would be considered an asset;
- Ability to handle a large volume of work;
- Availability at the earliest convenience would be an advantage;
- Readiness to work and live in Belgrade;
- 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.

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

Shortlisted candidates will be contacted to schedule the interviews.

Following the interviews, Transport Community Permanent Secretariat will inform the candidate selected for the job by email.

Not selected candidates will be informed by email.

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 Staff⁴.

8. Conditions of employment⁵

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 – 4,700.00 depending on the level of experience.

Indicative start date of employment: preferably 1 Sept 2025; 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/>

9. Application procedure

Candidates must submit their applications, via email to the following 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 format⁶ given in the link below;
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.

All documents shall be submitted in English with at least cortesy translation

Incomplete applications will not be taken into consideration.

Furthermore, required eligibility criteria must be fulfilled by the candidate in order to be considered for the further steps of selection process. Consequently, the candidate who does not fulfil requirements will be automatically eliminated from the selection process.

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

⁴ https://www.transport-community.org/wp-content/uploads/2019/11/transport-community-staffrules_annexe1.pdf

⁵ More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/staff-regulations/>

⁶ The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

Applications, *clearly specifying the job for which the candidate applies*, should be sent by email to 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 requested by sending an email to: vacancies@transport-community.org

10. Closing date

Applications must be sent by e-mail no later than **28 June 2025, 23.59, 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/>

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 Selection 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 in line with the TCT Personal Data Protection Policy which applies in particular to the confidentiality and security of such data 7.

⁷ https://www.transport-community.org/wp-content/uploads/2025/05/Administrative-Instruction-on-TCT-Personal-Data-Protection-Policy_29052025.pdf

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 abovementioned 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