

TRANSPORT ACQUIS AND LEGAL 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:

TRANSPORT ACQUIS AND LEGAL DESK OFFICER

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 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 TRANSPORT ACQUIS AND LEGAL DESK OFFICER

The Transport Community is searching for a skilled, dedicated, analytical and highly motivated Transport Acquis and Legal Desk Officer with a pragmatic and problem-solving attitude, who will work under the supervision and coordination of the Head of Division on Transposition and Implementation of EU Acquis and shall be:

- Responsible for providing legal guidance and support to the TCT Secretariat and regional partners on EU acquis transposition in the areas identified in the Transport Community Treaty (TCT),

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.

Annex I. The appropriate candidate shall perform an advisory role, monitoring and tracking the development of EU transport legislation, advising the Regional Partners regarding alignment with the applicable EU Acquis. Liaise with the Western Balkans partners and the European Commission on the transposition of Annex I of the TCT. Upon request, responsible for providing a review and legal guidance of the proper implementation of the obligations under the Treaty, its annexes and the respective protocols.

- Responsible for providing legal expertise and guidance on all legal acts and matters of the Transport Community Secretariat, including staff matters. Desk Officer shall look after legal needs of the TCT Secretariat and advise on different legal matters concerning the TCT Secretariat operations.
- Based on the needs of the TCT Secretariat to carry out any other tasks in the interests of the Transport Community, according to the instructions received by 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 in Law** is required - a level of education which corresponds to completed university studies of at least three years degree, attested by a diploma.
- **General professional experience:** Have **at least seven (7) years** post-graduate experience acquired after the required education qualifications referred to above. This experience must have been gained after obtaining the university degree
- **Specific professional experience:** out of seven years of general professional experience, the candidate shall have **at least three (3) years of specific experience** in dealing with EU legislation. Only appropriate professional experience acquired after achieving the minimum qualification stated in the previous paragraph shall be taken into consideration. Working experience in procurement as well as a lawyer, legal officer or legal adviser shall be considered an asset.
- **Languages:** Have an excellent ability to communicate in English orally and in writing – the successful candidate should have very good drafting skills in English and solid negotiating and communication capabilities. He/she should have the capacity to explain complex legal issues in a plain, straightforward language.
- **Age Limit:** Staff members shall retire at the end of the last day of the month in which they reach the age of retirement as applicable in their place of recruitment. Therefore, at the deadline for applications, the applicant shall be able to complete the full three-year mandate before the end of the month in which she or he reaches the retirement age.
- **Travel requirements:** low.

4. Selection criteria:

Applicants will be assessed based on the following selection criteria:

1) Technical skills

- Proven experience in drafting legal texts or legal acts in English;
- Have strong drafting and analytical skills combined with sound legal judgement;
- Ability to establish and maintain a network of contacts both within and outside the Transport Community;
- Strong service attitude and good interpersonal skills;

2) Technical knowledge

- Professional experience providing legal advice;
- Have knowledge of the transposition process/alignment of the EU transport legislations and acquis into the national legislation (e.g., preparation of the table of compliance);
- General knowledge of available EU instruments offered to the Western Balkans regional partners (TAIEX, Twinning, IPA etc);
- Having a general knowledge of the EU decision-making process, adoption of the laws (Directives and Regulations) will be considered asset.
- Knowledge of any other official language of the Contracting Parties is considered an asset;

3) Other

The following would be considered as strong assets:

- Experience in transport policies or legislation would be considered an asset;
- Capable of performing well under pressure, prioritising tasks and meeting short deadlines;
- Experience in dealing with EU institutions 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 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.

Following the interviews, the Permanent Secretariat of the Transport Community 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 to 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 Staff³.

In line with the TCT Recruitment Rules, Article 41: *"The recruitment shall be open to competition among internal candidates and any other applicants, based on equal opportunity standards. Among candidates with equal qualifications and experience, preference shall be given to internal applicants."*

8. Conditions of employment⁴

Employment shall be governed by the Staff Regulations of the Permanent Secretariat of Transport

³ https://www.transport-community.org/wp-content/uploads/2019/11/transport-community-staffrules_annexe1.pdf

⁴ More details can be found in the Staff Regulations of the Transport Community webpage <https://www.transport-community.org/staff-regulations/>

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.

Indicative monthly salary will be EUR 5,400.00 to EUR 5,600.00 depending on the level of experience.

In line with the decisions adopted by the TCT Regional Steering Committee, Secretariat Officials are also entitled to relocation reimbursement (in line with the applicable Rules: <https://www.transport-community.org/wp-content/uploads/2023/02/rsc-decision-3.pdf>) as well as the health and pension contribution (in line with the applicable Rules: <https://www.transport-community.org/wp-content/uploads/2021/06/RSC-Decision-04.pdf>).

Indicative start date of employment: 1 January 2027; availability at the earliest convenience would be an advantage.

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 format⁵ 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 courtesy translation.

Incomplete applications will not be taken into consideration.

Furthermore, required eligibility criteria must be fulfilled by the candidate 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.

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

Having in mind that the closing date of this vacancy has been extended, the new deadline for receiving applications has been set – to be considered eligible, applications and all requested documentation must be sent by e-mail to the designated email address vacancies@transport-community.org no later than **31 October 2026, 23.00 CET (date of the email received by the Secretariat).**

⁵The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

The Permanent Secretariat reserves the right to further extend the closing date of this vacancy by publication of notification at the TCT 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 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 ⁶.

⁶ 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 duties envisaged.
- 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