Ref. No.: PIU 525-01-2026
16 November 2026

ROAD TRANSPORT AND URBAN MOBILITY 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 TRANSPORT AND URBAN MOBILITY DESK OFFICER

for the Project Implementation Unit (PIU) financed by the EU Grant NDICI-GEO-ENEST/2026/492-150

1. Overall Scope

European Commission approved grant funding (NDICI-GEO-ENEST/2026/492-150) 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 urban mobility, the Transport Community intends to engage, on a full-time basis, Road and Urban Mobility Desk Officer.

The Road Transport and Urban Mobility 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 to improve links within the Western Balkans as well as between the region and the European Union.

* 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

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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-ENEST/2026/492-150, 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 Transport and Urban Mobility Desk Officer

During the grant implementation (NDICI-GEO-ENEST/2026/492-150), the Road and Urban Mobility Desk Officer will provide variety of tasks relating to the road transport field as well as to urban mobility. He/She shall make sure that all activities prescribed withing the grant are properly fulfilled.

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

- Overseeing and supervising of all activities relating to road and urban mobility development in Ukraine, the Republic of Moldova and Georgia within the framework of the Transport Community.
- Monitoring the progress and coordinating the process of Observing Participants' transposition and implementation of the transport acquis covered by Annex I of the Transport Community Treaty (related to road transport and urban mobility).
- Providing guidance and support to the national authorities of the Observing Participants in prioritising the transposition and implementation of the relevant EU acquis in the fields of road transport and urban mobility, in line with the obligations arising from the respective Association Agreements and the Transport Community Treaty.
- Monitoring the implementation of the Road Action Plans by the Observing Participants (setting-up milestones, sendind early warnings, identifying encumbrances and proposing remedial measures etc) and preparing annual monitoring reports on the implementation of the Road Action Plan.
- Monitoring of relevant TEN-T road projects in the Observing Participants and preparation of the annual TEN-T Report for the Observing Participants in the road sector (managing the data collection process, report drafting).
- Monitoring the latest developments in EU sectoral policies and assisting Observing Participants in aligning their relevant policies in the road and urban mobility fields.
- Identifying Technical Assistance needs in the road and urban mobility fields and assisting the Observing Participants in addressing them with optimal efficiency and effectiveness, making best use of all available resources .Liaising with other relevant stakeholders for the coordination of strategies, investment planning, programmes and projects related to the road sector and urban mobility in the Observing Participants.
- Coordinating the participation of the Observing Participants at the Technical Committees on Road and contribute, whenever necessary, to other technical or social committees organised under the Transport Community framework.
- Organising tailor made capacity building events for Observing participants and coordinating the attendance of the Observing Partipiants to all events/trainings/study tours/etc. pertaining to the road sector organised under the Transport Community framework.

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- Preparing Terms of Reference and technical specifications for technical assistance projects, participating in the related procurement procedures and ensuring the proper management of the resulting service contracts.Liaising and coordinating with the relevant authorities of the Observing Participants, the European Commission, EU Member States and other relevant European, international, regional and national stakeholders to foster cooperation in the fields of road transport and urban mobility
- Drafting letters/notes/briefings/reports relating to the road and urban mobility 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 transport or urban mobility 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**: 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 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/or urban mobility;
- 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

- Excelellent knowledge of the road sector in all fields related to policy framework, infrastructure and operation, includingurban mobility;
- A thorough knowledge of relevant EU transport policies;
- An excellent knowledge of the EU legislation in the field of road and/or urban mobility;

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- Experience and knowledge of the EU acquis transposition process in road and/or urban mobility 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 Urban Mobility 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 2028. Possibility of renewal shall be subject to a further grant approval as well as to work performance.

Expected starting date: 1 February 2027; 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 5.400,00 – 5.600,00, 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.

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.

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Not selected candidates will be informed by email.

12. 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."

13. Application procedure

Candidates must submit their applications, via e-mail to the email address: 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[2];
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*, shall 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 request for additional information shall be communicated via e-mail to the email address: vacancies@transport-community.org

14. Closing date

Applications must be sent by email **no later than 16 December 2026**, 23.59 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/ .

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

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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 Pannel 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 in line with the TCT Personal Data Protection Policy which applies in particular to the confidentiality and security of such data[3].

[3] https://www.transport-community.org/wp-content/uploads/2025/05/Administrative-Instruction-on-TCT-Personal-Data-Protection- P olicy_29052025.pdf

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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, or Observing Participants (Georgia, the Republic of Moldova, and Ukraine) 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 13 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 toa penal or disciplinary condemnation (public service or professional bodies) and that I am not subject to 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.

…… ……

Date Signature

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