



Directorate for European Integration of BiH (DEI), together with the Ministry of Foreign Affairs and European Integration of Montenegro, as Operating Structures for implementation of IPA II Cross-border cooperation programme Bosnia and Herzegovina- Montenegro 2014-2020, is establishing Joint Technical Secretariat (JTS) located in Sarajevo and its Antenna in Nikšić. The role of the JTS and Antenna is to provide support to the Operating Structures of participating countries, the Joint Monitoring Committee and potential applicants from eligible areas to participate in the implementation of CBC programmes and related CBC grant schemes. Establishment and functioning of this structure will be financed from the programme technical assistance fund through EC direct service contract to DEI, to be implemented in partnership with the Ministry of Foreign Affairs and European Integration of Montenegro.

For that purpose, for BiH and Montenegrin citizens (in line with provisions of the Framework Agreements concluded in both participating countries), the Directorate for European Integration is announcing

VACANCY NOTICE
for the following key expert's positions:

- 1. Head of JTS to act as Team Leader under the service contract, located in Sarajevo – full time equivalent position**
- 2. Financial Officer in JTS for IPA II CBC programme BiH-Montenegro, located in Sarajevo – half time equivalent position**

All applicants should fulfill the following conditions/qualifications and skills:

- University degree, preferably a Master's degree
- Fluency in both written and spoken English (will be tested) and the official languages of BiH and Montenegro;
- Good communication skills;
- Computer literacy;
- Driving licence (B category).

In addition, applicants are required to fulfill the following conditions related to specific position(s):

Position 1:

General professional experience

- At least 8 years of professional experience following the University degree.

Specific professional experience

- At least 6 years of relevant professional experience in the programmes/projects funded by the EU or other donors;
- Relevant experience in project management and coordination;
- At least 4 years of experience in the supervision and/or coordination and/or management of teams of experts;
- Experience in at least one EU-funded project in the last 3 years, preferably related to Cross-border Cooperation in the IPA II beneficiaries, is an asset.

Positions 2

Specific for this position, University degree should be preferably in economics, or financial management, or business administration.

General professional experience

- At least 8 years of professional experience after the University degree.

Specific professional experience

- At least 3 years of relevant professional experience in financial/accounting management of projects/programmes funded by the EU or other donors;
- Experience in at least 1 EU-funded projects/programmes in the past 3 years preferably related to EU Service contracts and Cross-border Cooperation in the IPA II beneficiaries is an asset.
- Knowledge and experience with Practical Guide to Contract Procedures for EC External Actions (PRAG) and the relevant national procurement will be an asset.

The job application must contain Cover letter in English language and CV in English language in required format alongside with copies of the following documents which do not have to be certified: certificate of citizenship, diploma and driving licence.

The Terms of Reference for both positions and required format of CV are available on the DEI's web-site www.dei.gov.ba under news and events and at separate link under vacancies/tenders.

Applications should be submitted in a closed envelope by registered mail or personally to the following address:

Direkcija za evropske integracije
Trg BiH 1, 18. sprat,
71000 Sarajevo

latest by **4 November 2015**. Applicants can apply to more than one position. The title and the number of position(s) should be indicated at the envelope as well as remark: "Do not open before meeting of Evaluation Committee / Ne otvarati prije sastanka Komisije". Incomplete applications will not be taken into consideration.

Only short-listed candidates will be contacted and invited for an interview.

No telephone inquires are possible.