

South East Europe Transport Observatory – SEETO

On the basis of the Terms of Reference adopted by the Steering Committee, SEETO is announcing a Vacancy call for a full time position of

GENERAL MANAGER of the SEETO SECRETARIAT Full-Time Position

The South East Europe Transport Observatory (SEETO) is a regional transport organisation based in Belgrade since 2005 and comprises the following regional participants: Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Kosovo*.

SEETO is established by the Memorandum of Understanding for the development of the Core Regional Transport Network (MoU), signed on June 11th, 2004 by the Governments of Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and the United Nations Interim Administration Mission in Kosovo as well as the European Commission. The aim of the SEETO is to promote cooperation on the development of the main and ancillary infrastructure on the multimodal SEETO Comprehensive Network and to promote and enhance local capacity for the implementation of investment programmes, management and data collection and analysis on the SEETO Comprehensive Network which is now part of the Trans-European Transport Network.

Purpose/Description of the position:

The General Manager will be responsible for overall direction and management of the SEETO Secretariat. He/she should ensure professional, high quality service by the SEETO Secretariat and, within the operational and budgetary framework approved by the Steering Committee to secure functioning of the Secretariat in order to support regional cooperation, implementation of Memorandum of Understanding and development of the SEETO Comprehensive Network.

He/she will be expected to liaise with Regional Participants, the European Commission international transport organisations, international financial institutions including the Western Balkan Investment Framework (WBIF), in order to promote the improvement of the infrastructure and functioning of the SEETO Comprehensive Network through these institutions. The General Manager will promote SEETO Comprehensive Network and scope of work throughout the SEE Region and internationally, support various SEETO bodies, workshops and other activities, contribute effectively to achieve objectives and requirements of the Memorandum of Understanding. The General Manager, among his duties, will also have to ensure the transition of SEETO structures towards the Transport Community Treaty (TCT) Secretariat which is to be set up as soon as the Treaty is implemented.

* This designation is without prejudice to position on status and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence.

Main Tasks of the General Manager

Main tasks of the SEETO General Manager will be:

1. To be responsible for the overall performance and management of the SEETO Secretariat, its resources and personnel;
2. To provide, in person as well as with the assistance of other Secretariat staff, full support to the Steering Committee ;
3. Management of SEETO ensuring that SEETO delivers on its scope of work agreed by the Steering Committee;
4. To be responsible for SEETO budget, its formulation and management;
5. Liaison with IFIs including WBIF and various transport related international organisations; development and maintaining cooperation with organizations involved in the transport sector in the region on both bilateral and multilateral levels, attend international conferences, make presentations and promote SEETO in general, according to the SEETO Action Plan;
6. Management of Secretariat services in preparation of the Steering Committee meetings in accordance with its constitution, including preparation of documents and taking and issuing minutes of meetings;
7. Management of SEETO services to the Working Groups, which will include Railway and Inter-modal and Road Safety Working Group;
8. Management and organization of Annual Meetings of Ministers and other regional transport conferences;
9. Management and organization of training activities in SEETO;
10. Coordination with the SEETO National Coordinators and other relevant Regional Participants authorities;
11. Coordination of the preparation, though not necessarily authorship, of reports and other documents related to the development of the SEETO Comprehensive Network and required by the Steering Committee;
12. Coordination, preparation and updating of SEETO annual work plans, in accordance with the directions of the Steering Committee;
13. Coordinate exchange and analyse information, manage preparation of analytical and reference materials concerning projects and SEETO Comprehensive Network development and secure quality preparation of MAP;
14. Create a database on issues related to the sphere of competence of the SEETO Secretariat, and provide the MoU participants with this information;
15. Propose criteria to monitor progress of the regional cooperation in achieving its aims and in implementing the MoU, Action Plan and other constitutional documents adopted by the Steering Committee;
16. Facilitate coordination and information exchange between SEETO Participants;
17. Provide regular update of SEETO website and other dissemination material presenting the work and achievements of the Participants;
18. Ensure the transition to the TCT secretariat

In addition, the Head of the Secretariat shall carry out any other functions as requested by, and under the instructions of, the Steering Committee.

Qualifications:

Diplomatic and excellent interpersonal skills will be needed to transfer new ideas. He/she should be familiar with all transport modes as a part of everyday working experience; however a primary background in general will be in transport, economy, law or engineering. Eight (8) years of working experience in transport sector is requested, while experience from government and international organizations would be an advantage. Proficiency in English is essential and a good knowledge of one other Balkans language would be desirable.

Working language is English, which he/she should speak and write fluently. He/She shall be national of one of the six SEETO Participants: Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Kosovo.

Education:

A University degree in transport, economy, law or engineering is required.

Experience:

- Minimum 8 years of experience in transport sector
- Sound experience in managing and motivating a multinational team
- Knowledge of the subject area and the key issues relating to the Partnership
- Experience from working in/with international processes

Language: (Level: 3=Fluent, 2=Intermediate, 1=Basic)

- English – level 3
- One or more SEE regional languages – level 3

Key Competencies:

General:

- Flexibility
- Creativity
- Pro activity
- Multitasking capacity

Professionalism:

- Ability to analytically prepare summary documents and reports
- Ability to establish priorities and to plan, coordinate and monitor own work plan
- Good negotiation skills
- Good organisational capacity and ability to prioritise and respect deadlines

Communication:

- Good communication and presentation skills, both oral and written

Technological Awareness:

- The capacity to make effective use of required computer software and other equipment related to the position

Teamwork:

- Organisational awareness and commitment
- Ability to collaborate flexibly and effectively with various partners
- Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization
- Leadership and team-building skills

Travel:

Medium to Intense

Working environment

Medium size team (< 10 persons).

Balanced gender.

Remuneration and Contract

Compensation will be commensurate with the qualifications and experience of the successful candidate, corresponding to experience and education. The employment contract will be set up with SEETO, consists of a 2 years contract with a probation period of 3 months. The contract may be extended for successive periods of two years, based on performance.

Availability at the earliest convenience.

Application:

Your application should consist of:

- Curriculum Vitae in the standard SEETO format (see attached)
- Copies of degree and education certificates/ qualifications
- Copy of passport
- Reference from an employer
- One page motivation letter in English

Closing date for all applications is August 5th, 2014.

Applications should be sent to SEETO Secretariat, Ms. Jordana Ficovic by e-mail: jficovic@seetoint.org

Short listed candidates will be contacted soon after, in order to schedule the interview. Interview will be organized in SEETO premises, SIV III, Omladinskih brigada 1/5/555, Belgrade.