



Government of the Federation of Bosnia and Herzegovina and Swedish Embassy to Bosnia and Herzegovina, in order to enable implementation of the „Project of Strengthening the Capacities for Monitoring and Coordination of the European Integration Processes in the Federation of BiH“, issue the

## **PUBLIC INVITATION**

**to apply for positions of Consultants in the Unit for implementation of the „Project of Strengthening the Capacities for Monitoring and Coordination of the European Integration Processes in the Federation of BiH“ (SIDA Project No.: 11324)**

### **Position 01: Consultant for economic criteria and internal market**

**Number of consultants: 1**

**Type of contract:** Consultancy Agreement for Definite Period of Time

**Planned Project completion period:** 24 months

**Working hours:** each working day from 08:00 to 16:00 or 40 hours per week as minimum

**Terms of Reference:** in collaboration with Directorate for European Integration (DEI) and Ministries at the level of Bosnia and Herzegovina (BiH), through contacts on regular basis with the Federation ministries, coordinates taking the positions by the Federation BiH in issues related to Copenhagen Economic Criteria and main tasks in regard of the following *acquis* chapters: Chapter 1: Free movement of goods; Chapter 2: Freedom of movement for workers; Chapter 3: Right of establishment and freedom to provide services; Chapter 4: Free movement of capital; Chapter 5: Public procurement; Chapter 6: Company law; Chapter 7: Intellectual property law; Chapter 8: Competition policy; Chapter 9: Financial services; Chapter 10: Information society and media; Chapter 16: Taxation; Chapter 17: Economic and monetary policy; Chapter 18: Statistics; Chapter 19: Social policy and employment; Chapter 20: Enterprise and industrial policy; Chapter 25: Science and research; Chapter 26: Education and culture; Chapter 27: Environment; Chapter 28: Consumer and health protection; Chapter 32: Financial control; Chapter 33: Financial and budgetary provisions, and for this purpose participates in monitoring and reporting in EU integration process, coordination of involvement of the representatives of the Federation BiH in negotiations with the EU, coordination of implementation of the SAA and of work of the joint bodies established by that SAA, and monitoring of work of the SAA Sub-Committee for Trade, Industry, Customs and Taxes, the SAA Sub-Committee for Internal Market and Competition, the SAA Sub-Committee for Economic and Financial Issues and Statistics, the SAA Sub-Committee for Innovations, Technologic Development and Welfare, coordination of drafting the strategic documents of the Federation BiH related to the EU integration process, monitoring of execution of obligations by the federal ministries and other institutions of the Federation BiH in the EU integration process. Drafts annual, trimestral and monthly financial plans, follows up the earmarked and spent budget funds and prepares the reports, performs computation processing, bookkeeping and accountancy of all financial documents,

compiling the applicable forms of all kinds of financial reports and summaries, preparing the calculation of salaries and all other personal financial benefits, calculation of contributions and taxes to and from salaries, collects, records and stores all data and records serving as basis in all public procurement procedures and carries out other tasks ordered by the Director of the Office.

**Requirements:**

- Graduate (university degree) i.e. the first or the second or the third study cycle program completed under Bologna studying system (valued with 180 ECTS points as minimum), in law, economics or other profession in the field of social sciences
- One year professional experience
- English language proficiency
- Computer skills

**Position 02: Consultant for political criteria and Chapters 23 and 24 of the Stabilization and Accession Agreement (SAA)**

- **Number of consultants:** 1
- **Type of contract:** Consultancy Agreement for Definite Period of Time
- **Planned Project completion period:** 24 months
- **Working hours:** each working day from 08:00 to 16:00 or 40 hours per week as minimum

**Terms of Reference:** in collaboration with Directorate for European Integration (DEI) and Ministries at the level of Bosnia and Herzegovina (BiH), through contacts on regular basis with the Federation ministries, coordinates taking the positions by the Federation BiH in issues related to Copenhagen Political Criteria and main tasks in regard of the following *acquis* chapters: Chapter 23: Judiciary and fundamental rights; Chapter 24: Justice, freedom and security; Chapter 31: Foreign, security and defense policy; Chapter 34 - Institutions, and for this purpose participates in monitoring and reporting in EU integration process, as well as in drafting reports and monitoring the progress reporting according to the standardized methodology, coordination of involvement of the representatives of the Federation BiH in negotiations with the EU; coordination of tasks related to implementation of the SAA and work of the joint bodies established pursuant to that SAA, and in particular, follows the work of the Sub-Committee for Judiciary and Interior Affairs (Structural dialogue); coordination of drafting the strategic documents of the Federation BiH in relation to the EU integration process; taking part in the activities on building and operative functioning of the horizontal coordination between the federal ministries and DEI; drafting the analytical summaries of the strategies and policies in the EU integration process, monitoring execution of obligations by the federal ministries and other FBiH institutions in the EU integration process and carries out other tasks ordered by the Office Director.

**Requirements:**

- Graduate (university degree) i.e. the first or the second or the third study cycle program completed under Bologna studying system (valued with 180 ECTS points as minimum), in law, economics or other profession in the field of social sciences
- One year professional experience
- English language proficiency

- Computer skills

### **Position 03: Consultant for coordination and monitoring of implementation of the Instrument for Pre-Accession Assistance**

- **Number of consultants:** 1
- **Type of contract:** Consultancy Agreement for Definite Period of Time
- **Planned Project completion period:** 24 months
- **Working hours:** each working day from 08:00 to 16:00 or 40 hours per week as minimum

**Terms of Reference:** in collaboration with Directorate for European Integration (DEI) and Ministries at the level of Bosnia and Herzegovina (BiH), through contacts on regular basis with the Federation ministries, coordinates taking the positions by the Federation BiH and for that purpose takes part in cooperation with DEI, coordinates realization of processes of monitoring implementation of IPA programs related to the Federation BiH, supports relevant federal institutions in accession to, and participation in the bilateral assistance and international organizations' programs, proposes the measures with aim to have continual building and strengthening of the capacities of the Federation BiH for managing the EU assistance awarded/allocated to the Federation BiH, provides expert assistance to the relevant federal institutions in accession to, and participation in the EU assistance programs, as well as supports all target groups under individual programs for their participation therein, ensures and coordinates (in cooperation with the Civil Service Agency of the Federation BiH) the programs of professional training for relevant ministries and other potential beneficiaries, aiming at strengthening their capacities for efficient absorption of the funds allocated through the assistance programs, maintains himself updated about relevant experience and good practice in other successful countries in domain of organization and implementation of the activities in the scope of the departments and the Sector, works on establishment and regular updating of all necessary data bases, takes part in coordination of tasks related to work of the members of the working groups from the Federation BiH and the relevant federal bodies aiming at preparation of technical and organizational bases required in order for the Government of the Federation BiH to take its position in regard of the issues related to the assistance programs, takes part in drafting both primary and secondary legislation related to execution of the tasks in the scope of the Sector, is responsible for lawful, efficient, transparent and economic execution of the tasks, according to the instructions issued by the Assistant Director takes the measures to solve the issues in competence of the Sector, takes part in the activities on preparation of annual and interim work programs of the Sector and is responsible for execution of those programs. Performs also other tasks as ordered by Director of the Office.

### **Requirements:**

- Graduate (university degree) i.e. the first or the second or the third study cycle program completed under Bologna studying system (valued with 180 ECTS points as minimum), university degree in economics
- One year professional experience,
- English language proficiency,
- Computer skills

**Applicants have to submit the following documentation:**

- It is mandatory to include in the application for Public invitation a designation of number(s) of the position(s) applied for and the applicant's contact information (address, e-mail and phone number)
- University degree diploma (nostrified/validated if the university degree was not received in Bosnia and Herzegovina or it was received in one of the countries emerged following dissolution of the Socialist Federative Republic of Yugoslavia after April 6, 1992) – original or certified copy
- Proof of professional experience acquired working on the basis of the university degree received – original or certified copy
- Proof of English language proficiency – original or certified copy
- Proof of computer skills – original or certified copy

The applicants are encouraged to submit, in addition to the mandatory documents, also other evidence proving their knowledge in the field of EU integration processes, project cycle management and EU law, to attach their published works and other relevant evidence that would facilitate selection of the best applicants.

This Public Invitation shall be posted on the web-sites of the Government of the Federation of Bosnia and Herzegovina and of the Swedish Embassy to Bosnia and Herzegovina on the day of 9<sup>th</sup> May 2018. The Public Invitation shall remain open next 7 (seven) days as from the date on which it was posted on the relevant web-sites.

**Deadline for applications is 16<sup>th</sup> May 2018.**

The requested documents shall be submitted by the applicants in person or by registered mail at the address:

**GENERAL SECRETARIAT OF THE GOVERNMENT OF THE FEDERATION OF  
BOSNIA AND HERZEGOVINA  
Hamdije Čemerlića 2  
71000 Sarajevo**

**while the envelope containing those documents shall bear mandatory designation:  
„PUBLIC INVITATION to apply for positions of Consultants in the Unit for  
implementation of the „Project of Strengthening the Capacities for Monitoring and  
Coordination of the European Integration Processes in the Federation of BiH“  
(SIDA Project No.: 11324)  
– DO NOT OPEN**

**NOTE:**

- Incomplete, untimely and erratic applications shall not be taken into consideration
- Submitted documents shall not be returned to the applicants.

Sarajevo, 9<sup>th</sup> May 2018