



Directorate for European Integration of the Council of Ministers of Bosnia and Herzegovina, as the project partner in Bosnia and Herzegovina for the implementation of the project „EUSAIR Stakeholders Engagement Point (StEP)” is announcing a

**VACANCY**  
**for the following position:**

**„Project Officer“ for the ADRION Strategic Project “EUSAIR Stakeholders Engagement Point – StEP”, place of work Sarajevo**

**PROJECT OFFICER QUALIFICATIONS**

General qualification (prescribed by law):

Eligible candidate must:

- be over 18 years old,
- be the citizen of Bosnia and Herzegovina,
- prove that no criminal proceedings have been initiated against him for a criminal offense for which a prison sentence of three or more years has been provided for or no prison sentence has been imposed on him for a criminal offense committed with intent in accordance with the criminal laws in Bosnia and Herzegovina,
- prove that he/she is not covered by the provisions of Article IX paragraph 1. of the Constitution of Bosnia and Herzegovina,
- be physically and medically capable to perform the responsibilities and tasks of the job position to which he/she applies.

Specific qualifications:

- University degree, faculty of social sciences, technical or natural sciences, VII degree of professional qualification or higher education of the Bologna system of education, evaluated with at least 240 ECTS points,
- At least 4 years of experience with higher education qualifications, following graduation,
- At least 1 year of relevant work experience in a state-level institution on coordinating the use of IPA funds,
- At least 1 year of experience in managing projects funded by the European Union
- At least 2 years of work in public administration bodies on the state-level of Bosnia and Herzegovina,
- Excellent knowledge of the PRAG procedures (“Procurement And Grants for European Union external actions - A Practical Guide”),
- Experience in events organizations,
- Knowledge of regulations and rules relating to taxation, accounting, reporting and relevant law on public procurement in BiH,
- Experience in project administration, operational procedures, supervision and monitoring,
- Knowledge of procedures and guidelines for project financing,
- Excellent fluency in English language (speaking and writing),

- Advanced knowledge of standard software packages (MS Office).

The job application must contain a cover letter in one of the languages in official use in Bosnia and Herzegovina (handwritten signature) and CV in English language in required format (handwritten signature), alongside with copies of the following documents which do not have to be certified and which prove the above mentioned qualifications:

- Birth certificate,
- Certificate of citizenship,
- University diploma,
- Certificates of required work experience
- Proof of knowledge of English language,
- Proof of knowledge of standard software packages (MS Office).

The Terms of Reference for the position and required format of CV are available on the DEI's web-site [www.dei.gov.ba](http://www.dei.gov.ba) under *News and Events* and at separate link under *Calls and Vacancies*.

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

Direkcija za evropske integracije Vijeća Ministara BiH  
Đoke Mazalića 5  
71000 Sarajevo

Latest by October 04, 2023. **The title of the vacancy as well as remark: “Do not open before meeting of Evaluation Committee” should be indicated at the envelope.**

**NOTE:**

- Incomplete and late applications will not be taken into consideration.
- Applicants meeting the requirements will be invited to an English language test (which will be eliminatory), after which the successful candidates will be interviewed; Applicants will be appraised against the selection criteria based on data provided in the CV and results during interviews.
- No telephone inquiries are possible.
- Before the contract is signed, the selected applicant must submit certified copies of all the documents submitted in the initial application, Certificate that person does not have criminal record, Statement that provisions of Article IX point 1 of the Constitution of Bosnia and Herzegovina do not apply to the candidate and medical certificated.