



**BOSNIA AND HERZEGOVINA
COUNCIL OF MINISTERS OF
BOSNIA AND HERZEGOVINA
DIRECTORATE FOR EUROPEAN
INTEGRATION**

RULEBOOK

**ON INTERNAL ORGANISATION OF THE
DIRECTORATE FOR EUROPEAN INTEGRATION
*CONSOLIDATED VERSION***

Sarajevo, April 2021

Pursuant to Article 52 and Article 53 of the Law on Administration (Official Gazette BiH, 32/02), Article 22 of the Law on Ministries and Other Bodies of Administration of Bosnia and Herzegovina (Official Gazette of BiH, 5/03, 42/03, 26/04, 42/04, 45/06, 88/07, 35/09, 59/09, 103/09, 87/12, 6/13, 19/16 and 83/17), item IV of the Decision on the Directorate for European Integration (Official Gazette of BiH, 41/03), Decision on the principles of establishment of internal organisation of bodies of administration of Bosnia and Herzegovina (Official Gazette of BiH, 30/13) and the Decision on classification of posts and the criteria for job descriptions in the institutions of Bosnia and Herzegovina (Official Gazette of BiH, 30/13 and 67/15), the Director of the Directorate for European Integration, upon consent of the Council of Ministers of Bosnia and Herzegovina, issued at the 154th session held on 11 September 2018, hereby enacts the following

RULEBOOK

on internal organisation of the Directorate for European Integration

- Unofficial consolidated text¹

PART ONE – GENERAL PROVISIONS

Article 1 (Subject Matter)

- (1) The Rulebook shall govern internal organisation of the Directorate for European Integration (hereinafter: the Directorate).
- (2) The Rulebook shall govern the types of organisational units and their competence, the management of the DEI and its organisational units, the authority in management and the responsibilities for carrying out the tasks, the systematisation of posts including the titles and distribution of tasks among the organisational units with job description for each civil servant and non-civil servant post with specific requirements in terms of qualifications and other requirements for performing specific tasks, the cooperation in carrying out the tasks within the competence of the DEI, senior management and working bodies of the DEI, the planning and programming of the DEI's work, the manner of exercising labour rights and carrying out duties arising from employment, recruitment of non-civil servants, the number of trainees to be employed and the conditions of their employment as well as the number of volunteers recruited without employment contract for the purposes of their professional training for autonomous work, as well as the transparency in the work of the Directorate.

¹ This unofficial consolidated text includes the text of the following legal acts: the Rulebook on internal organisation of the Directorate for European Integration No: 05/B-02-3-KT-1151-4/18 of 9 October 2018; the Rulebook on amendments to the Rulebook on internal organisation of the Directorate for European Integration No: 05/A-02-3-KT-1151-19/18 of 23 September 2019 and the Rulebook on amendments to the Rulebook on internal organisation of the Directorate for European Integration No: 05/A-02-3-KT-1151-36/18 of 4 March 2021.
Unofficial consolidated text is for internal use only.

Article 2
(Meaning of Terms)

Terms of any gender used herein for the convenience of reference shall, without discrimination, refer to both men and women.

Article 3
(Principles of Internal Organisation of the Directorate)

Internal organisation of the Directorate shall be based on the following principles:

- a) rationality;
- b) functionality;
- c) vertical and horizontal connectedness;
- d) harmonisation of basic elements of the internal organisation;
- e) accessibility.

**PART TWO – INTERNAL ORGANISATION, THE PROCEDURE
FOR AND THE MODALITIES FOR EXERCISING THE POWERS**

CHAPTER I – INTERNAL ORGANISATION AND COMPETENCE

Article 4
(Organisational Units)

The tasks within the competence of the Directorate shall be carried out by the following main organisational units, that is by the internal organisational units within them and an autonomous internal organisational unit:

- a) Division for Integration Strategy and Policies
 - 1) Political Criteria and SAP Coordination Section
 - 2) Sectoral Policies Section
 - 3) Economic and Social Policy Section
 - 4) Trade and Internal Market Section
- b) Division for Alignment of BiH Legislation with EU Acquis
 - 1) Political Criteria, Justice, Freedom and Security, Transport and Energy Section
 - 2) Internal Market Section
 - 3) Agriculture and Environment Section
- c) Division for EU Accession Assistance Programmes
 - 1) Public Administration and Rule of Law Programmes Coordination Section
 - 2) Regional Development and Infrastructure Programmes Coordination Section
 - 3) Economic and Social Development Programmes Coordination Section
 - 4) EU Assistance Programmes Monitoring, Evaluation and Reporting Section
- d) Division for Human Resources, Legal, Financial, IT and Registry Affairs
 - 1) Human Resources and Legal Affairs Section
 - 2) Finance and Public Procurement Section
 - 3) IT Section
 - 4) Registry, Library and General Affairs Section
- e) Division for Translation in the Field of European Integration
 - 1) Methodology and Terminology Section

- 2) Translation and Revision Section
- f) Division for Communication and Training in the Field of European Integration
 - 1) European Integration Communication Section
 - 2) European Integration Training Section
- g) Division for Territorial Cooperation Programmes
 - 1) Cross-border Cooperation Programmes Section
 - 2) Transnational Cooperation Programmes Section
- h) Support Department

Article 5
(Director of the Directorate)

- (1) The Director of the Directorate shall manage the Directorate, represent and act on behalf of the Directorate and have the powers and responsibilities related to the management and coordination of work of the Directorate.
- (2) The Director shall carry out the following tasks as set out in the laws and decisions of the Council of Ministers of Bosnia and Herzegovina:
 - a) represents and acts on behalf of the Directorate, manages its work and coordinates all tasks within the purview of the Directorate;
 - b) manages the human resources of the Directorate;
 - c) in accordance with statutory authority and legislation, passes regulations and other general and individual and decides on the rights, duties and responsibilities of the Directorate staff from employment or in connection with an employment relationship;
 - d) decides about, supervises and has responsibility for financial and material resources of the Directorate;
 - e) ensures for the Directorate's staff to participate in drafting policy proposals, laws and other legislation and guidelines related to performing tasks of BiH's commitments stemming from the European integration process;
 - f) harmonises activities of authorities in BiH related to the European integration and provides coordination of and supervision over the implementation of their decisions;
 - g) initiates discussions and consultations on issues related to harmonisation of policies, processes and activities on meeting commitments stemming from the European integration process;
 - h) coordinates the alignment of the BiH legislation with the EU law (hereinafter: the EU *acquis*), and checking the compliance of BiH legislation with the EU *acquis*;
 - i) manages operations of the Directorate as the main operational partner of the European Commission (hereinafter: the EC) in the Stabilisation and Association Process;
 - j) cooperates with other international organisations of significance for the European integration process;
 - k) ensures, participates and coordinates the work of the Directorate as the main coordinator of EU assistance to Bosnia and Herzegovina;
 - l) coordinates activities of the Directorate in translation process of EU and BiH legislation and other documents in the field of European integration;
 - m) affirms and promotes the European integration process of BiH;
 - n) reports to the Chair of the Council of Ministers of Bosnia and Herzegovina on issues relevant for the Directorate's operations and the course of the European integration process;
 - o) performs other tasks as assigned by law or other legislation.

Article 6
(Division for Integration Strategy and Policies)

- (1) The Division for Integration Strategy and Policies facilitates and supports participation of the Directorate in the activities of drafting and proposing policies, laws and other legislation and guidelines to successfully implement BiH's obligations stemming from the EU integration process; coordinates the European integration activities of BiH authorities and monitors implementation of their decisions; coordinates operational contacts of the Directorate as the main partner of the competent EU institutions in the European integration process and coordinates cooperation of the BiH authorities with the EC and other relevant EU bodies.
- (2) In exercising its competences, the Division is responsible for the following:
- a) coordination of the preparation and proposing of planning documents required for the European integration of Bosnia and Herzegovina, including the EU integration programme of Bosnia and Herzegovina, and monitoring, updating and reporting on the implementation of planning documents and EU integration programme of Bosnia and Herzegovina;
 - b) following EU policies in the context of Bosnia and Herzegovina's integration into the EU;
 - c) keeps abreast of the process of European integration in candidate and potential candidate countries and proposing best experiences and practices for Bosnia and Herzegovina;
 - d) monitoring the progress towards meeting the EU membership criteria in the areas of: judiciary and fundamental rights, justice, freedom and security, EU external relations and foreign, security and defence policy, agriculture and rural development, food safety, veterinary and phytosanitary policy, fisheries, transport policy, energy, trans-European networks, environment, regional policy and coordination of structural instruments, free movement of workers, free movement of capital, economic and monetary policy, statistics, financial control, financial and budgetary provisions, information society and media, social policy and employment, science and research and education and culture, internal market and trade, i.e. free movement of goods, taxation, enterprise and industrial policy, customs union, right of establishment and freedom to provide services, financial services, public procurement, company law, intellectual property law, competition policy, consumer and health protection.
 - e) coordination of representation of Bosnia and Herzegovina in the Stabilisation and Association Process through the support provided to the BiH Negotiation Team and the provision of technical assistance to the institutions of BiH, including the organisation of meetings with the European Commission and joint bodies set up in this process;
 - f) acting as the secretariat in negotiations and meetings held with the EU in terms of providing technical and professional support to BiH representatives, coordinating and organising their activities, and taking and representing official positions of Bosnia and Herzegovina;
 - g) functional cooperation and operational contacts with the ministries, administrative organisations, all levels of government in Bosnia and Herzegovina, and relevant parliamentary and other bodies regarding the matters pertaining to European integration that fall within the competence of the Division;
 - h) coordination and the provision of assistance to the institutions in Bosnia and Herzegovina in the preparation of their input for the EC Annual Report on Bosnia and Herzegovina in the European integration process, and after its publication, the preparation and proposing of an analysis of BiH's progress in the European integration process and its obligations;

- i) monitoring and reporting on the BiH's progress in the European integration process, and harmonisation and coordination of activities of BiH institutions in preparing relevant reports and other documents;
- j) monitoring and analysis of EU policies and documents that are relevant for the European integration process of Bosnia and Herzegovina;
- k) developing policy proposals based on EU good practices and policies.

(3) The Division implements its activities through the internal organisational units:

a) Political Criteria and SAP Coordination Section

- 1) coordinates the representation of Bosnia and Herzegovina in the European integration process through the support provided to the BiH Negotiation Team and provides technical assistance to the institutions in BiH, including the organisation of meetings with the EC and joint bodies set up in this process;
- 2) acts as the secretariat in negotiations and meetings held with the EU in terms of providing technical and professional support to the representatives of BiH institutions, coordinating and organising their activities, and taking and representing official positions of Bosnia and Herzegovina;
- 3) coordinates functional and operational cooperation with the ministries, administrative organisations, all levels of government in Bosnia and Herzegovina regarding the matters that fall within the purview of the Section;
- 4) provides support to the Parliamentary Assembly of Bosnia and Herzegovina in the context of European integration;
- 5) monitors the progress towards meeting the political and administrative criteria for membership, and the obligations arising from the EU membership criteria in the areas of judiciary and fundamental rights, justice, freedom and security, EU external relations and foreign, security and defence policy;
- 6) takes part in the coordination of the preparation of planning documents required for the European integration of Bosnia and Herzegovina, including the EU integration programme of Bosnia and Herzegovina.

b) Sectoral Policies Section

- 1) coordinates the provision of assistance to the institutions in Bosnia and Herzegovina in the preparation of their input for the EC Annual Report on Bosnia and Herzegovina in the European integration process, and after its publication, prepares and proposes an analysis of BiH's progress in the European integration process and its obligations;
- 2) monitors and reports on the BiH's progress in the Stabilisation and Association Process and coordinates the activities of the institutions in Bosnia and Herzegovina in the preparation of a consolidated report;
- 3) monitors the progress towards meeting the EU accession criteria in the areas of agriculture and rural development, food safety, veterinary and phytosanitary policy, fisheries, transport policy, energy, trans-European networks, environment, regional policy and coordination of structural instruments;
- 4) takes part in the coordination of the preparation of planning documents required for the European integration of Bosnia and Herzegovina, including the EU integration programme of Bosnia and Herzegovina.

c) Economic and Social Policy Section

- 1) coordinates cooperation in proposing, preparing and drafting of strategic documents, with the view to harmonising them with the priorities arising out of the European integration process;
- 2) coordinates drafting of analytical and other documents in the field of European integration;

- 3) monitors the progress towards meeting the economic criteria and the EU accession criteria in the areas of free movement of workers, free movement of capital, economic and monetary policy, statistics, financial control, financial and budgetary provisions, information society and media, social policy and employment, science and research and education and culture;
- 4) takes part in the coordination of the preparation of planning documents required for the European integration of Bosnia and Herzegovina, including the EU integration programme of Bosnia and Herzegovina.

d) Trade and Internal Market Section

- 1) coordinates the preparation and proposing of the EU integration programme of Bosnia and Herzegovina as well as its updates, and monitors and reports on its implementation;
 - 2) prepares and proposes other strategic and planning documents on the basis of the priorities arising out of the European integration process, primarily in the light of the development prospects of Bosnia and Herzegovina and obligations arising under the Stabilisation and Association Agreement (hereinafter: SAA) and other obligations arising out of the process;
 - 3) monitors and analyses the work of the executive and legislative branches in Bosnia and Herzegovina in connection with the EU integration process;
 - 4) monitors the progress towards meeting the EU accession criteria in the areas of internal market and trade, that is free movement of goods, taxation, enterprise and industrial policy, customs union, the right of establishment and freedom to provide services, financial services, public procurement, company law, intellectual property law, competition policy, health and consumer protection.
- (4) The Division shall cooperate and exchange data from within its purview with other organisational units of the Directorate.

Article 7

(Division for Alignment of BiH Legislation with the EU Acquis)

- (1) The Division for Alignment of BiH Legislation with EU Acquis plans, coordinates, supervises, reports and proposes measures for alignment of the BiH legislation with the EU acquis, provides professional assistance to the institutions in BiH in the process of legislative alignment and checks compliance of BiH legislation with the EU acquis.
- (2) In exercising its competences, the Division is responsible for the following:
 - a) coordination of activities in the process of alignment of the BiH legislation with the EU acquis, the preparation and proposing of planning and other documents relevant for the alignment of the BiH legislation with the EU acquis with a view to meeting the legal criteria for EU accession;
 - b) monitoring and supervising the transposition of the EU acquis into the legal system of Bosnia and Herzegovina and reporting to the executive and legislative bodies in Bosnia and Herzegovina and the EC on the alignment of BiH legislation with the EU acquis;
 - c) checks and verification of compliance of BiH legislation with the EU acquis;
 - d) participation in and the provision of professional assistance to ministries and administrative organisations in the EU assistance programmes in the segment of legislative alignment;
 - e) participation in and the provision of professional assistance to the working groups for drafting of legislation that is subject of alignment with the EU acquis;
 - f) initiating the establishment of ad hoc bodies for the transposition of the EU acquis into the legal system of Bosnia and Herzegovina to meet the BiH's obligations arising out of the European integration process and coordination of their work;

- g) participation in the coordination and development of the EU integration programme of Bosnia and Herzegovina to be agreed between the EC and BiH, and monitoring, updating and reporting on the progress towards meeting the obligation related to the alignment of BiH legislation with the EU acquis;
- h) participation in the activities of the bodies established under the SAA, coordination of implementation of the conclusions made by the mentioned bodies regarding the obligation related to the alignment of BiH legislation with the EU acquis;
- i) participation in the accession negotiations in the segment of legislative alignment;
- j) cooperation with and the provision of professional assistance to public administration bodies in BiH and working bodies of the Council of Ministers of Bosnia and Herzegovina and the BiH Parliamentary Assembly in the process of legislative alignment;
- k) coordination of activities for the use of TAIEX assistance in Bosnia and Herzegovina;
- l) participation in the preparation of the contribution of BiH institutions for the EC annual report on Bosnia and Herzegovina and the preparation of other documents for the EC regarding the obligation of alignment of BiH legislation with the EU acquis;
- m) keeps abreast of the process of legislative alignment in the EU Member States and candidate countries;
- n) cooperation with the EU Delegation to Bosnia and Herzegovina and the EU Special Representative in Bosnia and Herzegovina, the EC and other EU bodies on matters within the purview of the Division;
- o) maintaining the information system for the purposes of supervision, monitoring and reporting on the transposition the EU acquis into the legal system of Bosnia and Herzegovina.

(3) The Division implements its activities through the internal organisational units:

- a) Political Criteria, Justice, Freedom and Security, Transport and Energy Section**
 - 1) plans, coordinates and supervises the transposition of the EU acquis into the legal system of Bosnia and Herzegovina with a view to meeting the legal criteria for EU accession in the following chapters: Judiciary and fundamental rights; Justice, freedom and security; Transport policy and trans-European networks; Energy; Science and research; Education and culture; Regional policy and coordination of structural instruments; External relations; Foreign, security and defence policy; Institutions.
 - 2) checks the compliance of drafts / proposals of BiH legislation with the EU acquis as well as with the obligations assumed under the SAA, prepares opinions on the compliance of BiH legislation with the EU acquis, and reports to the executive and legislative authorities in Bosnia and Herzegovina and the EC on regulatory compliance of Bosnia and Herzegovina;
 - 3) prepares and proposes planning and other documents in the field of legislative alignment with a view to meeting the legal criteria for EU accession falling within the purview of the Section;
 - 4) participates in and provides professional assistance to the working groups of BiH tasked with drafting legislation that is subject of alignment with the EU acquis;
 - 5) provides professional support for the operation of the information system for the purposes of supervision, monitoring and reporting on the transposition of the EU acquis into the legal system of Bosnia and Herzegovina within the purview of the Section;
 - 6) provides legislative drafting bodies with all the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
 - 7) participates in coordination, preparation and development of the EU integration programme of Bosnia and Herzegovina to be agreed between the EC and BiH, and supervises its implementation, updating and reporting;

- 8) in the segment related to legislative alignment, participates in the work of the bodies established under the SAA and in the implementation of the conclusions made by the mentioned bodies in accordance with the chapters of the EU acquis falling within the purview of the Section;
- 9) participates in the accession negotiations in the segment of legislative alignment;
- 10) participates in the preparation of the contribution of BiH institutions for the EC annual report on Bosnia and Herzegovina and the preparation of other materials for the EC in the segment of legislative alignment;
- 11) monitors adoption of legislative decisions by both houses of the Parliamentary Assembly of Bosnia and Herzegovina, as well as the work of special and joint committees of both houses of the Parliamentary Assembly of Bosnia and Herzegovina in areas within the purview of the Section;
- 12) coordinates activities for the use of TAIEX assistance in Bosnia and Herzegovina;

b) Internal Market Section

- 1) plans, coordinates and supervises the transposition of the EU acquis into the legal system of Bosnia and Herzegovina with a view to meeting the legal criteria for EU accession in the following chapters: Right of establishment and freedom to provide services; Free movement of capital; Public procurement; Company law; Intellectual property rights; Competition; Financial services; Information society and media; Taxation; Statistics; Social policy and employment; Enterprise and industrial policy; Health and consumer protection; Customs union; Financial control; Financial and budgetary provisions.
- 2) analyses the compliance of drafts / proposals of BiH legislation with the EU acquis as well as with the obligations assumed under the SAA, prepares opinions on the compliance of BiH legislation with the EU acquis, and reports to the executive and legislative authorities in Bosnia and Herzegovina and the EC on regulatory compliance of Bosnia and Herzegovina;
- 3) prepares and proposes planning and other documents in the field of legislative alignment with a view to meeting the legal criteria for EU accession falling within the purview of the Section;
- 4) participates in the working groups of BiH tasked with drafting legislation that is subject of alignment with the EU acquis;
- 5) provides professional support for the operation of the information system for the purposes of supervision, monitoring and reporting on the transposition of the EU acquis into the legal system of Bosnia and Herzegovina within the purview of the Section;
- 6) provides drafting bodies with all the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
- 7) participates in coordination, preparation and development of the EU integration programme of Bosnia and Herzegovina to be agreed between the EC and BiH, and supervises its implementation, updating and reporting;
- 8) in the segment related to legislative alignment, participates in the work of the bodies established under the SAA and in the implementation of the conclusions made by the mentioned bodies in accordance with the chapters of the EU acquis falling within the purview of the Section;
- 9) participates in the accession negotiations in the segment of legislative alignment;
- 10) participates in the preparation of the contribution of BiH institutions for the EC annual report on Bosnia and Herzegovina and the preparation of other materials for the EC in the segment of legislative alignment;
- 11) monitors adoption of legislative decisions by both houses of the Parliamentary Assembly of Bosnia and Herzegovina, as well as the work of special and joint

committees of both houses of the Parliamentary Assembly of Bosnia and Herzegovina in areas within the purview of the Section.

c) Agriculture and Environment Section

- 1) plans, coordinates and supervises the transposition of the EU acquis into the legal system of Bosnia and Herzegovina with a view to meeting the legal criteria for EU accession in the following chapters: Agriculture and rural development; Food safety, veterinary and phytosanitary policy; Fisheries; Environment;
 - 2) analyses the compliance of drafts / proposals of BiH legislation with the EU acquis as well as with the obligations assumed under the SAA, prepares opinions on the compliance of BiH legislation with the EU acquis, and reports to the executive and legislative authorities in Bosnia and Herzegovina and the EC on regulatory compliance of Bosnia and Herzegovina;
 - 3) prepares and proposes planning and other documents in the field of legislative alignment with a view to meeting the legal criteria for EU accession falling within the purview of the Section;
 - 4) participates in the working groups of BiH tasked with drafting legislation that is subject of alignment with the EU acquis;
 - 5) provides professional support for the operation of the information system for the purposes of supervision, monitoring and reporting on the transposition of the EU acquis into the legal system of Bosnia and Herzegovina within the purview of the Section;
 - 6) provides drafting bodies with all the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
 - 7) participates in coordination, preparation and development of the EU integration programme of Bosnia and Herzegovina to be agreed between the EC and BiH, and supervises its implementation, updating and reporting;
 - 8) in the segment related to legislative alignment, participates in the work of the bodies established under the SAA and in the implementation of the conclusions made by the mentioned bodies in accordance with the chapters of the EU acquis falling within the purview of the Section;
 - 9) participates in the accession negotiations in the segment of legislative alignment;
 - 10) participates in the preparation of the contribution of BiH institutions for the EC annual report on Bosnia and Herzegovina and the preparation of other materials for the EC in the segment of legislative alignment;
 - 11) monitors adoption of legislative decisions by both houses of the Parliamentary Assembly of Bosnia and Herzegovina, as well as the work of special and joint committees of both houses of the Parliamentary Assembly of Bosnia and Herzegovina in areas within the purview of the Section.
- (4) The Division shall cooperate and exchange data from within its purview with other organisational units of the Directorate.

Article 8

(Division for EU Accession Assistance Programmes)

- (1) The Division for EU Accession Assistance Programmes carries out the tasks involving the coordination and preparation of strategic planning, programming, monitoring, evaluation and reporting on EU pre-accession assistance and other EU assistance programmes to BiH. It acts as a National IPA Coordinator's Office and the secretariat for the National Investment Committee providing professional and administrative assistance as well as a project partner for BiH in the projects of support to EU strategy management for various regions and initiatives.

- (2) In exercising its competences, the Division is responsible for the following:
- a) coordination of activities related to EU assistance to Bosnia and Herzegovina according to the needs arising from the Stabilisation and Association Process;
 - b) establishing, improving and providing support to the National IPA Coordinator in cooperation with beneficiary institutions in Bosnia and Herzegovina, as well as in cooperation with the EC / EU Delegation to Bosnia and Herzegovina and other donors in Bosnia and Herzegovina for the purposes of strategic planning, coordination of the programming process, monitoring, evaluation and reporting on EU assistance to Bosnia and Herzegovina;
 - c) coordination of activities and participation in the development of strategic planning documents, multi-annual sectoral planning documents, annual plans and programmes, and individual project proposals for the use of EU pre-accession assistance;
 - d) organisation, planning and coordination of implementation of activities related to the use of pre-accession assistance through sector budget support in the institutions of Bosnia and Herzegovina;
 - e) coordination of the use of financial instruments to support infrastructure development within the pre-accession assistance instruments and support to the National Investment Committee;
 - f) development of a methodology for the introduction and implementation of sector approach to pre-accession assistance, as well as coordination, support and monitoring of the implementation of the sector approach;
 - g) coordination of Bosnia and Herzegovina's participation in the EU programmes and support to institutions participating in these programmes;
 - h) coordination of bilateral assistance provided to BiH by the EU Member States in the EU accession process;
 - i) coordination of activities related to the participation of Bosnia and Herzegovina in the EU macro-regions and other regional initiatives implemented through the EU pre-accession assistance;
 - j) coordination of the EU-funded Twinning instrument in Bosnia and Herzegovina;
 - k) participation in the preparation, implementation and monitoring of agreements, in the drafting of legal acts for the establishment and operation of the structures relevant for the use of EU assistance;
 - l) coordination of activities on and support for capacity building of institutions in BiH for planning, programming, monitoring and evaluation of EU assistance programmes;
 - m) ensuring the participation of civil society in matters within the purview of the Division;
 - n) guiding the work and participation in steering committees in charge of monitoring the implementation of assistance programmes and projects;
 - o) coordination of and participation in the monitoring, evaluation and reporting on the use of EU assistance;
 - p) collecting and processing of information on the use of EU assistance for the purposes of databases;
 - q) cooperation with the functions and structures in charge of establishing an indirect management system for EU assistance in Bosnia and Herzegovina;
 - r) cooperation with other organisational units of the Directorate regarding the use of EU assistance for database development and maintenance, provision of information on the IPA projects and programmes, and institutional capacity building in Bosnia and Herzegovina.

(3) The Division implements its activities through the internal organisational units:

a) Public Administration and Rule of Law Programmes Coordination Section

- 1) manages coordination processes related to the use of IPA multi-country programmes, introduction and implementation of sector approach, use of sector budget support through the pre-accession assistance instruments, use of bilateral donor assistance in the field of European integration, consultations with civil society regarding the pre-accession assistance, participation of Bosnia and Herzegovina in the EU macro-regions and other EU-funded regional initiatives;
- 2) in the capacity of a project partner for Bosnia and Herzegovina, manages the activities related to strategic projects in the context of support to the management structures of the EU macro-regional strategies;
- 3) coordinates activities for the use of TAIEX assistance in Bosnia and Herzegovina;
- 4) participates in the planning and programming of the IPA country and multi-country programme in the areas within the purview of the Section: good governance in the public sector (including alignment of BiH legislation with that of the EU, European integration-related matters, improvement of public administration, integrity and fight against corruption in the public sector, improvement of public financial management, independent audit, public procurement, taxes, customs, statistics, classification of territorial units for statistics (NUTS), business entities register, capacities of parliaments), strengthening democratic institutions and the rule of law (including the issues related to the efficiency and independence of the judiciary, transparency of the judiciary, home affairs and law enforcement, fight against organised crime, migration, integrated border management, integration of minority groups, anti-corruption), promotion and protection of human rights, capacity building of civil society, media and democratic institutions;
- 5) prepares proposals for decisions and other legal acts, as well as guidelines and instructions for planning and programming of the IPA multi-country programme;
- 6) supports the work of the National IPA Coordinator in the areas within purview of the Section;
- 7) coordinates and provides support to the institutions in the development of planning and programme documents in areas within the purview of the Section by cooperating with beneficiary institutions through specific IPA structures;
- 8) participates in the planning and coordination of the use of special financial instruments for infrastructure programmes, which are related to the areas of IPA within the purview of the Section;
- 9) participates in the coordination and planning of bilateral donor programmes of the EU Member States in the areas falling within the purview of the Section;
- 10) participates in the work of the committees monitoring the implementation of assistance projects / programmes in the areas within the purview of the Section;
- 11) participates in the planning and introduction of a strategic sector approach for IPA in the areas within the purview of the Section;
- 12) participates in the coordination and monitoring of activities related to Bosnia and Herzegovina's participation in the EU programmes and provides support to institutions participating in these programmes, in the areas within the purview of the Section;
- 13) participates in consultations with civil society regarding the planning of EU assistance in the areas within the purview of the Section;
- 14) exercises functional cooperation with other sections in the Division and provides support in the processes coordinated by them.

b) Regional Development and Infrastructure Programmes Coordination Section

- 1) manages the process of coordination, planning, programming and monitoring of projects through the Western Balkans Investment Framework and other financial instruments to support infrastructure development under the Instrument for Pre-Accession Assistance;

- 2) manages the process of coordination for the establishment of a framework for use of financial instruments under the EU regional policy;
- 3) acts as the technical secretariat of the National Investment Committee, providing technical and administrative support in its work;
- 4) manages the activities involving development, updating and preparation of projections related to the implementation of the Single Project Pipeline for Bosnia and Herzegovina based on the Methodology for the selection and prioritisation of infrastructure projects in Bosnia and Herzegovina;
- 5) participates in the planning and programming of the IPA country and multi-country programme in the fields of transport, energy, environment and climate change, research and innovation;
- 6) ensures regular communication with the EC, international financial institutions and bilateral donors in the Western Balkans Investment Framework as well as with the representatives of other financial instruments supporting infrastructure development;
- 7) participates in the planning and introduction of a strategic sector approach for IPA in the areas within the purview of the Section;
- 8) supports the work of the National IPA Coordinator in the areas within purview of the Section;
- 9) coordinates and provides support to the institutions in the development of planning and programme documents in areas within the purview of the Section by cooperating with beneficiary institutions through specific IPA structures;
- 10) participates in the work of the committees monitoring the implementation of assistance projects / programmes in the areas within the purview of the Section;
- 11) participates in the coordination and planning of bilateral donor programmes of the EU Member States in the areas falling within the purview of the Section;
- 12) participates in the coordination and monitoring of activities related to Bosnia and Herzegovina's participation in the EU programmes and provides support to institutions participating in these programmes, in the areas within the purview of the Section
- 13) participates in consultations with civil society regarding the planning of EU assistance in the areas within the purview of the Section;
- 14) participates in collecting and processing of information on the use of EU assistance for the purposes of databases;
- 15) exercises functional cooperation with other sections in the Division and provides support in the processes coordinated by them.

c) Economic and Social Development Programmes Coordination Section

- 1) manages the coordination of planning and programming of the state aid and manages the monitoring of and the support for the BiH's participation in EU programmes;
- 2) participates in the planning and programming of the IPA country and multi-country programme in the areas of economic and social development including: competitiveness, human resources development, education, employment, tourism, social policy and social protection, social inclusion, issues related to excluded groups, free trade in goods and services, intellectual property, quality infrastructure, agriculture and rural development, state aid, youth, support for refugees, displaced persons and returnees and culture;
- 3) conducts the procedures related to the National IPA Coordinator for the purposes of concluding agreements for the use of the Instrument for Pre-Accession Assistance;
- 4) coordinates and provides support to the institutions in the development of planning and programme documents in areas within the purview of the Section by cooperating with beneficiary institutions through specific IPA structures;
- 5) prepares proposals for decisions and other legal acts, as well as guidelines and instructions for planning and programming of the IPA multi-country programme;

- 6) participates in the planning and coordination of the use of special financial instruments for infrastructure programmes, which are related to the areas of IPA falling within the purview of the Section;
- 7) participates in the coordination and planning of bilateral donor programmes of the EU Member States in the areas falling within the purview of the Section;
- 8) participates in the work of the committees monitoring the implementation of assistance projects / programmes in the areas within the purview of the Section;
- 9) supports the work of the National IPA Coordinator in the areas within purview of the Section;
- 10) participates in the planning and introduction of a strategic sector approach for IPA in the areas within the purview of the Section;
- 11) provides support to institutions for their access to and participation in the EU programmes, in areas within the purview of the Section;
- 12) participates in consultations with civil society regarding the planning of EU assistance in the areas within the purview of the Section;
- 13) exercises functional cooperation with other sections in the Division and provides support in the processes coordinated by them.

d) EU Assistance Programmes Monitoring, Evaluation and Reporting Section

- 1) manages and carries out monitoring and evaluation of IPA projects based on the EC methodology;
- 2) conducts research and prepares analyses on the implementation of IPA projects, including recommendations for improving the implementation of projects and achieving their effectiveness and sustainability;
- 3) ensures support to the National IPA Coordinator in the areas within purview of the Section including the preparation for and participation in meetings of the IPA Monitoring Committee;
- 4) provides support to and participates in the activities of independent monitors in monitoring of IPA projects;
- 5) provides support to and participates in the activities of independent monitors for the implementation of contracts for sector budget support;
- 6) provides support in the evaluation process in Bosnia and Herzegovina led by the EC, as well as support in the preparation of reports on the findings and recommendations of evaluators;
- 7) prepares and organises meetings, and participates in the work of the IPA Monitoring Committee and sector monitoring sub-committees;
- 8) prepares reports from the meetings of the IPA Monitoring Committee and reports on the implementation of IPA projects and programmes;
- 9) prepares a regular annual report on the use of the Instrument for Pre-Accession Assistance for Bosnia and Herzegovina;
- 10) collects and processes information for the purposes of performance of tasks within the purview of the Section, including information for databases;
- 11) prepares proposals for decisions and other legal acts, as well as guidelines and instructions for monitoring, evaluation and reporting processes in accordance with the IPA Framework Agreement, and instructions of and communication with the EC;
- 12) regularly provides information on the status of implementation of IPA projects for the purposes of the SAA implementation;
- 13) participates in consultations with civil society regarding the planning of EU assistance in the areas within the purview of the Section;
- 14) coordinates and supports activities on capacity building of institutions in BiH for planning, programming, monitoring and evaluation of EU assistance programmes;

- 15) exercises functional cooperation with other sections in the Division in order to ensure the information necessary for monitoring, evaluation and reporting and support in the processes coordinated by them.
- (4) The Division shall cooperate and exchange data from within its purview with other organisational units of the Directorate.

Article 9

(Division for Human Resources, Legal, Financial, IT and Registry Affairs)

- (1) The Division for Human Resources, Legal, Financial, IT and Registry Affairs organises and monitors the human resources development of the Directorate, develops competencies of the employees through professional training, carries out normative and legal tasks related to employment, deals with financial and accounting matters related to the budget of the Directorate and public procurement, plans the development and maintenance of the IT system, manages electronic registry, library, archives and general affairs.
- (2) In exercising its competences, the Division is responsible for the following:
- a) development of human resources and development of competencies of employees by conducting professional training and development of employees and improving their performance;
 - b) implementation of procedures for performance appraisal of civil servants and non-civil servants of the Directorate;
 - c) drafting internal rulebooks, decisions, guidelines, instructions and other bylaws of the Directorate;
 - d) performing legal activities related to the employment status of civil servants and non-civil servants of the Directorate;
 - e) coordination of the regulatory impact assessment procedure;
 - f) playing coordination and advisory roles in the implementation of the financial management and control system in the Directorate;
 - g) planning, control of execution and reporting on the Directorate's budget;
 - h) legal, transparent and rational use of budget funds of the Directorate;
 - i) carrying out financial and accounting activities related to the Directorate's budget ,
 - j) entry into the ISFU system and approval of financial transactions of the Directorate's budget ;
 - k) preparation and elaboration of the Plan for procurement of goods and services for the Directorate in accordance with the approved budget funds and the implementation of procedures in accordance with the Plan;
 - l) work and functioning of supply office for the Directorate;
 - m) participation in the implementation of grant agreements, in accordance with the internal Rulebook for the implementation of technical assistance grants;
 - n) planning, development and maintenance of the information system of the Directorate;
 - o) electronic management of the Registry and archives;
 - p) proper use and storage of seals and stamps of the Directorate;
 - q) organising the work and use of book stock of the Library;
 - r) regular servicing and maintenance of official cars;
 - s) organisation, work and schedule of drivers - couriers;
 - t) regular maintenance of office premises, garage and parking spaces.
- (3) The Division implements its activities through the internal organisational units:

a) Human Resources and Legal Affairs Section

- 1) carries out activities related to professional training and development of employees in order to develop their competencies and improve their work, including the development and implementation of the Training Plan for employees in cooperation with the European Integration Training Section;
- 2) coordinates the procedures for performance appraisal of civil servants and non-civil servants of the Directorate, and prepares and submits regular reports on their implementation to the Civil Service Agency of Bosnia and Herzegovina and the Senior Management of the Directorate;
- 3) submits comments and suggestions on drafts of new laws and regulations to the proponent;
- 4) prepares proposals for new internal rulebooks, decisions, guidelines, instructions and other bylaws of the Directorate and initiates their amendments;
- 5) performs nomotechnical processing of proposals for regulations adopted by the Council of Ministers of Bosnia and Herzegovina at the proposal of the Directorate;
- 6) performs nomotechnical processing of drafts of internal rulebooks of the Directorate, submitted by other organisational units of the Directorate;
- 7) provides expert opinions regarding the application of laws and regulations related to the work and status issues of civil servants and employees in the institutions of Bosnia and Herzegovina;
- 8) cooperates with the Civil Service Appeals Board of BiH by submitting statements and documentation regarding appeals by civil servants;
- 9) cooperates with the Office of the Attorney General of BiH by submitting statements and documentation related to court cases;
- 10) participates in the implementation of grant agreements, in accordance with the internal Rulebook for the implementation of technical assistance grants;
- 11) cooperates with the Civil Service Agency of BiH and, if necessary, with other competent institutions of Bosnia and Herzegovina in all activities related to the implementation of external and internal vacancies advertisements, internal and external transfers, procedures for appointment for a term of office and appointment and dismissal of civil servants in accordance with law;
- 12) conducts the procedure of public vacancies announcement in accordance with the Law on Labour in the Institutions of Bosnia and Herzegovina;
- 13) performs all necessary legal tasks related to the regulation of the labour-related legal status of civil servants and non-civil servants of the Directorate;
- 14) drafts all individual legal acts which decide on the rights and obligations of civil servants and non-civil servants of the Directorate;
- 15) produces certificates and to whom it may concern letters on the labour-related legal status and other information on which official records are kept at the request of employees;
- 16) keeps up-to-date records of employees, collections of personal data from the scope of work of the Section and other statutory records;
- 17) keeps an up-to-date electronic database of personal details of employees;
- 18) conducts first instance administrative proceedings;
- 19) provides professional assistance and coordinates disciplinary proceedings involving civil servants and non-civil servants.

b) Finance and Public Procurement Section

- 1) prepares the Budget Framework Paper of the Directorate;
- 2) prepares annual, quarterly and monthly budget plans of the Directorate;
- 3) prepares annual, quarterly and monthly reports on the execution of the budget of the Directorate;
- 4) regularly monitors the implementation of the budget of the Directorate and, if necessary, proposes an amending budget;
- 5) performs financial management of the budget of the Directorate;

- 6) processes and prepares documentation for the entry of all current liabilities paid from the budget of the Directorate into the ISFU system and their approval;
- 7) participates in the implementation of grant agreements in accordance with the internal Rulebook for the implementation of technical assistance grants;
- 8) records all cash payments and disbursements from the budget of the Directorate by keeping a cash diary and enters them into the ISFU system;
- 9) conducts affairs of the office supply unit of the Directorate;
- 10) keeps general ledgers and auxiliary accounting records with the aim of recording budget transactions of the Directorate;
- 11) performs processing, calculation and payment of salaries and benefits of employees in the Directorate;
- 12) takes care of the rational use of material and technical resources of the Directorate;
- 13) monitors the situation and changes in the capital assets of the Directorate;
- 14) prepares and develops the Plan of procurement of goods and services for the Directorate in accordance with the approved budget funds and implements procedures in accordance with the Plan;
- 15) provides support to the commissions for procurement of goods and services of the Directorate;
- 16) prepares proposals for various contracts, decisions on bidders' complaints and submissions on bidders' complaints in public procurement proceedings before the Public Procurement Review Body in accordance with the law;
- 17) cooperates with other institutions (Ministry of Finance and Treasury of Bosnia and Herzegovina, Public Procurement Agency, Public Procurement Review Body, Tax Administration etc.).

c) IT Section

- 1) performs planning, monitoring the development and maintenance of information systems;
- 2) provides support in designing new information systems needed to digitise work processes in cooperation with all organisational units;
- 3) creates and maintains databases;
- 4) monitors the website development;
- 5) maintains the computer systems and computer networks of the Directorate;
- 6) performs analyses and plans the procurement of computer equipment within financial possibilities of the Directorate;
- 7) provides support in the management of computer systems and computer networks;
- 8) provides support to users, troubleshoots, installs necessary applications etc. ;
- 9) monitors the server and eliminates possible failures and installs new services needed to facilitate the operation of the system, in cooperation with the staff of the Centre for e-Government;
- 10) solves simpler software - hardware problems;
- 11) provides assistance to employees of the Directorate in relation to IT equipment and performs all other activities related to IT support to the Directorate.

c) Registry, Library and General Affairs Section

- 1) performs all tasks of receiving, registering and distributing mail before and after signing, through electronic management of the Registry and by keeping a temporary and a main case and act registry of the Directorate in accordance with the law, regulations and internal procedures;
- 2) coordinates all processes of internal and external distribution of mail and documents;
- 3) ensures regular archiving of cases, based on the List of Categories of Registered Materials with Retention Periods of the Directorate;

- 4) ensures the storage of the registered materials and records it in the archive book of the Directorate;
 - 5) cooperates with the Archives of Bosnia and Herzegovina regarding the application of legislation on archival operations;
 - 6) provides support to the employees of the Directorate related to office operations and proposes measures for the improvement of office operations;
 - 7) ensures the proper use and storage of seals and stamps of the Directorate;
 - 8) collects publications in the field of European integration, using which, in addition to its own editions and editions acquired by gift or interlibrary exchange, it develops a special Library of the Directorate;
 - 9) enables the availability and use of the book stock of the Library of the Directorate to all employees of the Directorate as well as external users;
 - 10) shall be responsible for keeping all editions of the Directorate and the total book stock of the Library;
 - 11) manages and coordinates all processes of indexing professional publications of the Directorate in reference bibliographic databases;
 - 12) cooperates with the National and University Library of Bosnia and Herzegovina;
 - 13) cooperates with other libraries for the purpose of making publications about European integration available to the employees of the Directorate;
 - 14) coordinates the work and schedule of drivers - couriers using official cars;
 - 15) ensures regular servicing and maintenance of official cars of the Directorate;
 - 16) coordinates and participates in all activities related to the maintenance of office premises, garage and parking spaces, in cooperation with the Service for Common Affairs of the Institutions of Bosnia and Herzegovina.
- (4) The Division shall cooperate and exchange data from within its purview with other organisational units of the Directorate.

Article 10
(Division for Translation in the Field of European Integration)

- (1) The Division for Translation in the Field of European Integration provides support to the institutions of BiH in the European Integration process to meet the pre-accession commitments by providing access to translation of various documents of the EU. It builds up a body of knowledge and experience in translation of legislation and develops the terminology necessary for alignment of BiH legislation with the EU acquis before and after accession to the EU.
- (2) In exercising its competences, the Division is responsible for the following:
 - a) coordination and organisation of translation of documents of importance for the European integration process;
 - b) coordination and organisation of the process of translation, revision and proofreading of the acquis into the languages of Bosnia and Herzegovina;
 - c) coordination of the process of translating legislation in Bosnia and Herzegovina into one of the official languages of the EU;
 - d) preparation, proposing and harmonising terminology in the process of translating EU legislation, in cooperation with the competent institutions;
 - e) development of manuals for translation, definition of methodology and guidelines for the terminology development in cooperation with field experts;
 - f) terminology database management;
 - g) management of translation databases.
- (3) The Division implements its activities through the internal organisational units:

a) Methodology and Terminology Section

- 1) defines a comprehensive translation methodology and guidelines for terminology development;
- 2) prepares methodological manuals, translation manuals and subject-field glossaries by areas of the *acquis*;
- 3) follows lessons learned and best practices of other countries in the field of drafting methodological manuals and harmonisation of terminology;
- 4) researches and develops professional and legal terminology;
- 5) performs legal editing of translations of significant legal acts;
- 6) prepares and proposes terminological solutions and coordinates the process of harmonisation of terminology in cooperation with competent institutions;
- 7) manages the terminology database;
- 8) if necessary, participates in the translation of documents in the process of European integration;
- 9) cooperates with the competent institutions and the academic community in all activities within the purview of the Section.

b) Translation and Revision Section

- 1) organises, coordinates and performs translations, linguistic revision and proofreading from EU languages to languages in official use in Bosnia and Herzegovina;
- 2) coordinates translation from the language in official use in Bosnia and Herzegovina into English;
- 3) provides cooperation in the research of relevant terminology;
- 4) updates and manages translation databases;
- 5) cooperates with the competent institutions and the academic community in all activities within the purview of the Section.

- (4) The Division shall cooperate and exchange data from within its purview with other organisational units of the Directorate.

Article 11

(Division for Communication and Training in the Field of European Integration)

- (1) The Division for Communication and Training in the Field of European Integration shall communicate on the process of European integration of Bosnia and Herzegovina and the activities of the Directorate and implements training in the field of European Integration.
- (2) In exercising its competences, the Division shall be responsible for the following:
 - a) draft of strategic and operational documents and action plans in the domain of communication and training in the field of European integration, monitoring their implementation and proposing improvements;
 - b) communication activities directed to various target groups, aimed at familiarising the public with the process of European integration, analysis of those activities and public opinion research;
 - c) administration of internet sites and the Directorate social network accounts and proposing improvement of the contents in cooperation with other organisational units of the Directorate;
 - d) cooperation with various public aimed at efficient communication on the process of European integration;

- e) analysis and establishing needs for professional training in the field of European integration, in accordance with the needs and the dynamics of this process;
- f) concepts drafting, content establishment, implementation and improvement of various forms of professional training of civil servants in the field of European integration;
- g) establishment of standards and quality assurance of training in the field of European integration;
- h) reporting on the results of communication activities and activities of professional training;
- i) giving initiatives and drafting concepts and theses for adoption of legal and general acts under the competence of the Division, monitoring its application and implementation and giving proposals for improvement;
- j) establishing directions for communication and for the process of civil servants training in the field of European integration, in accordance with the needs and the dynamics of the process of accession of BiH to the EU.

(3) The Division shall implement its activities through the internal organisational units:

a) European Integration Communication Section

- 1) establishes directions of communication in accordance with the needs and the dynamics of the EU accession process of BiH;
- 2) initiates and drafts strategic documents and accompanying operational plans and programmes in the field of communication, monitors and reports on their implementation and gives proposals for improvements;
- 3) issues publications and other promotional materials, organises promotional events, and implements communication activities aimed at familiarising the public with the process of European integration;
- 4) initiates public opinion research, informs the public on the results, analyses the results and proposes further actions;
- 5) administers the Directorate internet site and social network accounts, proposes improvements of the contents and updates it in cooperation with the competent Divisions;
- 6) cooperates with various target groups, such as those who adopt and implement decisions, educational institutions and civil society organisations, economic community, academic and general public, and strategically cooperates with the media in consultations with the spokesperson of the Directorate, aimed at efficient communication on the process of European integration;
- 7) cooperates with the EU Delegation in BiH and the embassies of the EU member states in the field of communication on the process of European integration in BiH;
- 8) communicates with the public on the pre-accession assistance of the EU in accordance with the EU legislation in this field;
- 9) gives initiatives and drafts concepts and theses for adoption of legal and general acts within the purview of the Section, monitors its application and implementation and gives proposals for improvement.

b) European Integration Training Section

- 1) initiates and drafts strategic and operational documents in the field of training in the domain of European integration, monitors their implementation and gives proposals for improvements;
- 2) establishes directions of development of the process of training in the field of European integration and analyses and establishes training needs, in accordance with the requirements and the dynamics of the EU accession process of BiH;

- 3) drafts and implements the Plan of training in the field of European integration;
 - 4) establishes the concept and the contents of the trainings in the field of European integration, implements them, monitors implementation, analyses, sums up the results and gives proposals for their improvement;
 - 5) ensures quality of training in the field of European integration;
 - 6) prepares and implements a public call for lecturers in the training in the field of European integration;
 - 7) cooperates and exchanges data with the advisor for human resources development in the Section for Human Resources and Legal Affairs, regarding training of civil servants of the Directorate in the field of European Integration;
 - 8) as needed and in cooperation with the competent institutions, directs, coordinates and assists the implementation of other training activities from the field of European integration with a specific content;
 - 9) designs and implements the projects through which trainings are implemented;
 - 10) gives initiatives and drafts concepts and theses for adoption of legal and general acts within the purview of the Section, monitors its application and implementation and gives proposals for improvement.
- (4) The Division shall cooperate and exchange data from within its purview with other organisational units of the Directorate.

Article 11a
(Division for Territorial Cooperation Programmes)

- (1) The Division for Territorial Cooperation Programmes shall perform activities that pertain to the participation of BiH in the EU programmes of cross-border and transnational cooperation.
- (2) In exercising its competences, the Division shall be responsible for the following:
 - a) the tasks and duties of the operating structure/competent institution in Bosnia and Herzegovina according to the rules applicable to direct (centralised), indirect (decentralised) or shared management of EU funds;
 - b) coordination with the EC and the EU Delegation to Bosnia and Herzegovina, with the aim of planning Bosnia and Herzegovina's participation in territorial cooperation programmes;
 - c) identification of strategic projects in cooperation with competent institutions in Bosnia and Herzegovina and partner countries;
 - d) participation and coordination of the participation of the representatives of Bosnia and Herzegovina in the preparation of programme documents;
 - e) cooperation with programme structures at the level of each programme and partner institutions in other participating countries, including the establishment of joint technical secretariats and joint monitoring committees for cross-border cooperation programmes/ monitoring committees for transnational cooperation programmes;
 - f) overseeing the implementation of programme through active work in the Joint Monitoring Committees / Monitoring Committees, including the appointment and coordination of the work of representatives of Bosnia and Herzegovina in the Joint Monitoring Committees for cross-border cooperation programmes;
 - g) monitoring the progress in achieving the objectives of the programme and reporting to the EC, the Council of Ministers of Bosnia and Herzegovina and the National IPA Coordinator and updating the relevant databases on projects under the Territorial Cooperation Programme;

- h) cooperation with the Division for EU Accession Assistance Programmes in order to prepare annual reports on the use of EU assistance;
- i) establishment, coordination and supervision over the work of joint technical secretariats and representations of these bodies on the territory of Bosnia and Herzegovina;
- j) coordination of activities on capacity building and strengthening of all categories of potential applicants and grant beneficiaries in projects approved for funding in Bosnia and Herzegovina;
- k) participation in the public promotion of territorial cooperation programmes in Bosnia and Herzegovina in cooperation with the European Integration Communication Section;
- l) preparation and participation in the implementation of direct grant agreements / service agreements for the use of technical assistance programme funds in cooperation with the Division for Human Resources, Legal, Financial, IT and Registry Affairs;
- m) participation in the preparation and monitoring of agreements and other legal acts relevant to territorial cooperation programmes and initiating the alignment of legislation of Bosnia and Herzegovina with EU *acquis* in this regard;
- n) cooperation with institutions responsible for establishing a decentralised (indirect) management system of EU assistance in Bosnia and Herzegovina.

(3) The Division shall implement its activities through the internal organisational units:

a) Cross-Border Cooperation Programmes Section

- 1) performs activities related to the participation of Bosnia and Herzegovina in cross-border cooperation programmes with EU Member States and IPA countries;
- 2) cooperates at the operational level with programme structures and partner institutions in other countries participating in these programmes, including the establishment of joint (technical) secretariats and joint monitoring committees for cross-border cooperation programmes;
- 3) participates in working groups for programming, including the preparation of procedures for programming and coordination of BiH representatives in joint programming bodies;
- 4) manages and supervises the implementation of the programmes, including the coordination of BiH representatives in the joint supervisory boards;
- 5) participates in the identification of strategic projects in cooperation with the competent institutions in Bosnia and Herzegovina and partner countries;
- 6) participates in the preparation of public calls for project proposals under the programme as well as in the work of structures for evaluation of project proposals;
- 7) establishes, coordinates and supervises the work of joint (technical) secretariats and branches of these bodies (antennas) on the territory of Bosnia and Herzegovina;
- 8) coordinates activities on capacity building and strengthening of all categories of potential BiH applicants and grant beneficiaries in projects approved for funding;
- 9) monitors progress in achieving the objectives of the programme and prepares reports for the EC, the Council of Ministers of BiH and NIPAC, and updates the cross-border cooperation programme projects' databases;
- 10) proposes improvements to the rules and procedures for the implementation of the programme;
- 11) prepares and participates in the implementation of grant agreements, in accordance with the internal Rulebook for implementation of technical assistance grants.

b) Transnational Cooperation Programmes Section

- 1) performs activities related to the participation of Bosnia and Herzegovina in transnational cooperation programmes;

- 2) cooperates at the operational level with program structures and partner institutions in other countries participating in the programme;
- 3) participates in working groups for programming and supervisory boards together with representatives of other participating countries;
- 4) participates in the identification of strategic projects in cooperation with the competent institutions in Bosnia and Herzegovina and partner countries;
- 5) participates in the preparation of annual and final reports for the EC, the Council of Ministers of BiH and NIPAC, and in the updating of the transnational cooperation programme projects' databases;
- 6) coordinates activities on capacity building and strengthening of all categories of potential BiH applicants and grant beneficiaries in projects approved for funding;
- 7) prepares and participates in the implementation of grant agreements, in accordance with the internal Rulebook for implementation of technical assistance grants.

(4) The Division shall cooperate and exchange data under its purview with other organisational units of the Directorate.

Article 12

(Support Department)

(I) The Support Department is an autonomous internal organisational unit of the Directorate. It shall facilitate the smooth functioning and implementation of the Director's work plan and programme. The Department shall coordinate initiatives and activities which require involvement of several organisational units of the Directorate. It shall also coordinate medium term and annual planning, monitoring and reporting activities of the Directorate. It shall be responsible for internal communication when it comes to the exercise of the Director's powers and for communication with the media.

- (1) In exercising its competences, the Department shall be responsible for the following:
 - a) coordination of initiatives and activities related to the implementation of tasks within the competence of the Directorate in which several organisational units participate;
 - b) coordination of the tasks of medium-term and annual planning, monitoring and reporting on the work of the Directorate in accordance with the legislation regulating drafting of work plans and reports of the institutions of the Council of Ministers of Bosnia and Herzegovina;
 - c) coordination of preparation and professional processing of documents, proposals and information for the Council of Ministers of Bosnia and Herzegovina;
 - d) specialist tasks concerning analysis and preparation of draft documents, including the ones for the Director;
 - e) organising professional and technical preparation of meetings organised by the Director;
 - f) keeping abreast of and analysing the development of EU policies and strategies in all aspects relevant to Bosnia and Herzegovina and the Western Balkans for the Director;
 - g) collecting information and analysis of the progress of the European integration process in other countries covered by the enlargement process, as well as their practice and experience for the Director;
 - h) activities related to cooperation with the EC and other EU bodies, as well as international organisations relevant to the European integration process for the Director;
 - i) organisation of public appearances of director and civil servants of the Directorate, press conferences, statements and interviews;

- j) acting in accordance with the Law on Freedom of Access to Information (Official Gazette of BiH, 28/02, 45/06, 102/09, 62/11);
 - k) tasks related to the improvement of internal communication in order to perform the function of Director's supervising the implementation of the internal Rulebook on communication and public relations;
 - l) registry and administrative affairs;
 - m) other tasks entrusted to the Department by the Director.
- (2) The Department shall cooperate and exchange data under its competence with other organisational units of the Directorate.

Article 13
(deleted Article)

CHAPTER II – MANAGEMENT OF THE DIRECTORATE

Article 14
(Management of the Directorate)

- (1) The Directorate shall be managed by the Director of the Directorate, who shall report to the Chairman of the Council of Ministers of Bosnia and Herzegovina.
- (2) The Director of the Directorate has seven assistant directors who manage the main organisational units and two heads of autonomous internal organisational unit.
- (3) In case of absence of the Director or his temporary inability to perform his duties, the Director shall be replaced by one of the assistant directors, in accordance with the written authorisation by the Director which precisely determines the period, scope and level of authorisation.
- (4) The Director may issue a separate act to authorise an assistant director to sign acts within the competence of the respective division, i.e. the competence of the Directorate.

Article 15
(Management and Administration of Organisational Units)

- (1) The work of a division is directly managed by the assistant director who ensures the legal and rational use of financial, material and human resources in the division. The assistant director shall report to the Director.
- (2) The work of a department is directly managed by the head who ensures the legal and rational use of financial, material and human resources in the department. The head of the department shall be accountable to the Director.
- (3) The work of a section is directly managed by the head who ensures the legal and rational use of financial, material and human resources in the section. The head of the section shall be accountable to the respective assistant director.

CHAPTER III – SYSTEMATISATION OF JOBS

Article 16
(Systematisation of jobs)

- (1) The systematisation of jobs is made in the Annex on Form I, which is an integral part of the Rulebook on the internal organisation of the Directorate for European Integration.
- (2) The competence and scope of work of the Directorate shall be exercised by performing tasks and duties of each respective position.
- (3) A total of 137 employees placed in a total of 109 systematised positions shall be employed for the performance of tasks within the competence of the Directorate, as follows:
 - a) appointed 1
 - b) managerial position 7
 - c) civil servant position 87, of which:
 - 1) Head of Department and Section 22 (22 employees)
 - 2) advisor 32 (47 employees)
 - 3) senior specialist 18 (23 employees)
 - 4) specialist 15 (22 employees)
 - d) non-civil servant 14 (15 employees).
- (4) The Director shall issue a Decision to determine a list of jobs where the employees are subject to security clearance and have access to classified information of a certain classification level.

**CHAPTER IV – COOPERATION IN CARRYING OUT THE TASKS
WITHIN THE COMPETENCE OF THE DIRECTORATE**

Article 17
(Cooperation)

- (1) In carrying out the tasks within the competence laid down in the Decision of the Directorate of European Integration (Official Gazette of BiH, 41/03), the Directorate shall cooperate with the ministries and other administrative bodies of Bosnia and Herzegovina and the permanent bodies of the Council of Ministers of Bosnia and Herzegovina, the governments and institutions of the Entities and the Brčko District of Bosnia and Herzegovina, as well as international bodies and organisations.
- (2) While performing their duties established by this Rulebook, all organisational units of the Directorate shall mutually cooperate and coordinate their activities.
- (3) With the aim of exercising statutory competencies of the Directorate and fulfilling obligations and carrying out other tasks arising from the process of accession of Bosnia and Herzegovina to the EU, and on the basis of an agreement between the Directorate and the Ministry of Foreign Affairs of Bosnia and Herzegovina, the Director of the Directorate may issue a decision to second civil servants of the Directorate to the Mission of Bosnia and Herzegovina in Brussels.

**CHAPTER V – SENIOR MANAGEMENT AND WORKING BODIES OF THE
DIRECTORATE**

Article 18
(Senior Management of the Directorate)

- (1) The Senior Management is a professional, advisory body of the Director of the Directorate.
- (2) The Senior Management consists of the Director, Assistant Directors, Head of the Support Department, Public Relations Advisor - Spokesperson and Analysis and Planning Advisor in the Support Department.
- (3) It is within the competence of the Senior Management to discuss all significant issues within the competence of the Directorate and to give an opinion to the Director for resolving important issues.
- (4) The Rules of Procedure of the Senior Management of the Directorate shall regulate in more detail the manner of work and other issues important for the work of the Senior Management.
- (5) Senior Management meetings shall be convened and chaired by the Director. The Senior Management meetings may be attended by other employees, as decided by the Director.
- (6) The Analysis and Planning Advisor in the Support Department shall keep minutes of the meetings of the Senior Management and shall carry out other tasks related to the organisation of the meetings.

Article 19
(Working and Other Bodies of the Directorate)

- (1) For resolving issues within the competence of the Directorate, the Director shall form commissions for internal vacancies announcement, disciplinary procedure, implementation of public procurement procedure, inventory of fixed assets of the Directorate, as well as other ad hoc commissions based on identified needs.
- (2) Any decision of the Director establishing a working body referred to in paragraph (1) of this Article shall determine the composition, mandate and other conditions, as well as funds for operation.
- (3) The Director of the Directorate shall issue a separate act to nominate employees from the Directorate for election or appointment to inter-institutional commissions or other commissions and working bodies.

CHAPTER VI – PROGRAMMING AND PLANNING

Article 20
(Annual and Monthly Programme and Work Plan)

- (1) Duties and tasks within the competences of the Directorate shall be carried out in line with annual work programme, in accordance with applicable legislation of the Council of Minister of Bosnia and Herzegovina in this area, in line with the relevant plans of the Council of Minister of Bosnia and Herzegovina.

- (2) The work programmes shall determine duties and tasks of the Directorate, holders and performers of the duties and responsibilities, dynamics, timeframes and other elements important for the operation of the Directorate.
- (3) Based on the annual work plan, monthly work plans of main and internal organisational units shall be determined, which shall specify the schedule, dynamics, and other conditions necessary for carrying out tasks and duties.

CHAPTER VII – MANNER OF EXERCISING LABOUR RIGHTS AND CARRYING OUT DUTIES ARISING FROM EMPLOYMENT

Article 21 (Exercising Labour Rights and Carrying out Duties)

- (1) Employees of the Directorate shall exercise their rights and carry out their duties in the manner and following the procedure determined in the Law on Civil Service in the Institutions of Bosnia and Herzegovina (Official Gazette of BiH, 12/02, 19/02, 35/03, 4/04, 17/04, 26/04, 37/04, 48/05, 2/06, 32/07, 43/09, 08/10, 40/12, 93/17), the Law on Labour in the Institutions of Bosnia and Herzegovina (Official Gazette of BiH, 26/04, 7/05, 48/05, 60/10, 32/13, 93/17), the Law on Salaries and Allowances in the Institutions of Bosnia and Herzegovina (Official Gazette of BiH, 50/08, 35/09, 75/09, 32/12, 42/12, 50/12, 32/13, 87/13, 75/15, 88/15, 16/16, 94/16, 72/17, 25/18) and other laws regulating this area, the Rulebook on operations in the Directorate for European Integration and other bylaws of the Directorate adopted in accordance with the labour legislation.
- (2) The Director of the Directorate shall decide on the rights and duties of employees in the Directorate.

CHAPTER VIII – RECRUITMENT OF NON-CIVIL SERVANTS

Article 22 (Recruitment of Non-Civil Servants)

- (1) The decision on the need to recruit non-civil servants in the Directorate shall be made by the Director in accordance with needs and vacancies determined in this Rulebook.
- (2) The procedure of recruiting non-civil servants into the Directorate shall be performed according to the Law on Labour in the Institutions of Bosnia and Herzegovina and the Rulebook on operations in the Directorate.

CHAPTER IX – RECRUITMENT OF INTERNS AND VOLONTEERS

Article 23 (Recruitment of Interns)

- (1) Recruitment of interns, length of internship and rights and obligations during internship are determined in the Law on Labour in the Institutions of Bosnia and Herzegovina, the Law on Salaries and Allowances in the Institutions of Bosnia and Herzegovina, the Decision on conditions and manner of recruitment of interns with VII level of education in institutions of Bosnia and Herzegovina (Official Gazette of BiH, 52/05, 102/09, 09/15) and the Rulebook on operations in the Directorate.

(2) Pursuant to the Decision referred to in paragraph (1) of this Article, the number of interns is determined at 3% of the total number of systematised jobs in the Directorate, which the Directorate is obliged to plan annually.

Article 24 (Recruitment of Volunteers)

(1) Subject to the availability of funds, the Directorate may recruit volunteers without employment contract for professional training for independent work, and their rights and obligations are determined in the Law on Labour in Institutions of Bosnia and Herzegovina, the Law on Salaries and Benefits in Institutions of Bosnia and Herzegovina, Decision on the conditions and manner of recruitment of interns with university education in institutions of Bosnia and Herzegovina (Official Gazette of BiH, 52/05, 102/09, 09/15) and the Rulebook on operations in the Directorate.

(3) The number of volunteers may not exceed 10% of the total number of civil servants and other employees with a university degree in the Directorate.

CHAPTER VI – TRANSPARENCY IN THE WORK OF THE DIRECTORATE

Article 25 (Transparency in the Work)

- (1) Operations of the Directorate shall be transparent and public.
- (2) The Directorate shall regularly inform Chairman and Council of Ministers and other institutions of Bosnia and Herzegovina on measures and activities undertaken within its competences in accordance with the legislation.
- (3) Transparency in the work of the Directorate shall also be pursued by communication with the public through the media. The communication shall be carried out by the Director, public relations advisor - spokesperson or other civil servant of the Directorate with the approval of the Director.
- (4) The Directorate shall have an official website on which it shall post notices and announcements within its competence, in accordance with the internal Rules of Procedure of the Directorate's web editorial board.
- (5) Publicity and transparency in the work of the Directorate shall be limited only in cases determined by the Law on Free Access to Information in BiH (Official Gazette of BiH, 28/00, 45/16, 102/09, 62/11, 100/13) and the Law on Personal Data Protection (Official Gazette of BiH, 49/06, 76/11).
- (6) The Directorate has a logo as determined in the Decision on the logo of the Directorate for European Integration (Official Gazette of BiH, 54/12) which shall be used exclusively on promotional materials and documents, in order to present the activities of the Directorate and bringing the process of Bosnia and Herzegovina's accession to the EU closer to the public.

PART THREE – TRANSITIONAL AND FINAL PROVISIONS

Article 26
(Cessation of Application)

With the entry into force of this Rulebook, the Rulebook on Internal Organisation of the Directorate for European Integration of the Council of Ministers of Bosnia and Herzegovina, no.: 01-34-382/07 of 29 May 2007, no.02-542-8/10 of 19 July 2010 and no. 05/B-02-2-BT-940-7/15 of 31 July 2015 shall be repealed.

Article 27
(Coming into Effect)

This Rulebook shall come into effect on the date of signing by the Director, with prior approval by the Council of Ministers of Bosnia and Herzegovina.

Director

Edin Dilberović

FORM I

ANNEX

The Rulebook on internal organisation of the Directorate for European Integration

1. Post title: DIRECTOR

Job description:

- represents and acts on behalf of the Directorate, manages its work and coordinates all tasks within the purview of the Directorate,
- manages the human resources of the Directorate;
- in accordance with statutory authority and legislation, passes regulations and other general and individual acts and decides on rights, duties and responsibilities of the Directorate staff from employment or in connection with an employment relationship;
- decides, supervises and shall be responsible for financial and material resources of the Directorate;
- ensures for the Directorate's staff to participate in drafting policy proposals, laws and other legislation and guidelines related to performing tasks of BiH's commitments stemming from the European integration process;
- harmonises the activities of authorities in BiH related to the European integration and provides coordination of and supervision over the implementation of relevant decisions;
- initiates discussions and consultations on issues pertaining to harmonisation of policies, processes and activities on meeting the commitments stemming from the European integration process;
- coordinates the alignment of the BiH legislation with the EU acquis and checking the compliance of BiH legislation with the EU acquis;
- manages the Directorate as the main operational partner of the EC under the Stabilisation and Association Process;
- cooperates with other international organisations of significance to the European integration process;
- ensures, participates and coordinates intensive work of the Directorate as the main coordinator of EU assistance to BiH;
- coordinates activities of the Directorate in the translation process of EU and BiH legislation and other documents in the field of European integration;
- affirms and promotes the European integration process of Bosnia and Herzegovina;
- reports the Chair of the BiH Council of Ministers on issues relevant for the Directorate's operations and the course of the European integration process;
- performs other tasks as assigned by law or other legislation.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum five years of relevant professional experience
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Number of positions: 1**Status:** secretary on special assignment

DIVISION FOR INTEGRATION STRATEGY AND POLICIES

2. Post title: ASSISTANT DIRECTOR

Job description:

- manages the Division, organises performance of duties within the purview of the Division and is responsible for human and material resource of the Division;
- responsible for the development and implementation of the financial management and control system, and risk assessment within the purview of the Division, in accordance with the relevant legislation;
- informs the Director on the state of play and issues related to performance of duties within the purview of the Division and proposes measures to overcome these issues;
- decides on issues for which is authorised by a special decision of the Director;
- develops cooperation and exchanges information within the purview of the Division with other organisational units and contributes to fulfilment of the Directorate's tasks which require participation of other organisational units;
- ensures functional cooperation and operational contacts on the European integration issues under the purview of the Division with ministries, administrative organisations, governments at all levels in BiH, relevant parliamentary and other bodies, and the EU institutions;
- ensures smooth functioning of the secretariats in negotiations and meetings with the European Union by providing technical and professional support to representatives of BiH institutions, by coordinating their activities, organising meetings and supporting them to present the official position of BiH;
- coordinates development and proposes strategic documents necessary for the BiH integration into EU;
- makes plans and manages activities for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum five years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Number of positions: 1

Status: managerial civil servant

2.1.1. Post title: HEAD OF THE POLITICAL CRITERIA AND SAP COORDINATION SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- is responsible for human and material resource of the Section;
- regularly reports the Assistant Director on the performance of duties within the purview of the Section and proposes measures to improve the Section operation;
- coordinates the functioning of the secretariats established by virtue of different international and national legal acts, in negotiations and meetings with the European Union, provides technical and professional support to representatives of BiH institutions by coordinating

their activities, organising meetings and supporting them to present the official position of BiH;

- monitors and analyses the progress of BiH in fulfilling the obligations in the European integration process related to political and administrative criteria, the judiciary and fundamental rights, justice, freedom and security, external relations of the EU and foreign, security and defence policy;
- coordinates activities of the Section for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation.
- coordinates support to the BiH Parliamentary Assembly on the European integration issues;
- participates in consultations in legislative drafting within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: head of the internal organisational unit

Number of positions:1

2.1.2. Post title: ADVISOR FOR POLITICAL CRITERIA AND SAP COORDINATION

Job description:

- coordinates and/or actively participates in ad hoc or standing working groups established for specific tasks or groups of tasks under the purview of the Division and/or the Directorate;
- provides professional and technical support to the secretariats in negotiations and meetings with the European Union, provides technical and professional support to the representatives of BiH institutions by coordinating their activities, organising meetings and supporting them to present the official position of BiH;
- monitors and analyses policies in BiH and EU of particular importance for progress of BiH in the European integration process and proposes specific measures based on these analyses;
- monitors, analyses and proposes solutions in terms of BiH progress in fulfilling the obligations in the European integration process related to political and administrative criteria, the judiciary and fundamental rights, justice, freedom and security, external relations of the EU and foreign, security and defence policy;
- drafts analytical and other expert documents in the field of European integration referring to political criteria and coordination of the Stabilisation and Association Process;
- participates in activities of the Section for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;

- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: advisor

Number of positions: 2

2.1.3. Post title:	SENIOR SPECIALIST FOR POLITICAL CRITERIA AND SAP COORDINATION
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Job description:

- participates in or manages ad hoc and standing working groups established for specific tasks or groups of tasks under the purview of the Division and/or the Directorate;
- coordinates activities and provides support to the secretariats in negotiations and meetings with the EU, provides technical and professional support to the representatives of BiH institutions by coordinating their activities, organising meetings and supporting them to present the official position of BiH;
- coordinates and provides technical support to the bodies established under the European integration coordination mechanism;
- monitors and analyses the progress of BiH in fulfilling the obligations in the European integration process related to political and administrative criteria, the judiciary and fundamental rights, justice, freedom and security, external relations of the EU and foreign, security and defence policy;
- provides support, collects relevant documents and drafts analytical and other expert documents in the field of European integration referring to political criteria and coordination of the Stabilisation and Association Process;
- participates in activities of the Section for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation;
- perform other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: senior specialist

Number of positions: 2

2.2.1. Post title:	HEAD OF THE SECTORAL POLICIES SECTION
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Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- is responsible for human and material resource of the Section;
- regularly reports to the Assistant Director on the fulfilment of tasks and proposes measures to improve the workflow of the Section;
- coordinates professional assistance to BiH institutions in drafting the input of BiH institutions for the EC's annual Report on BiH in the European integration process;
- manages drafting and proposing of analysis of BiH progress in the European integration process and its obligations;

- coordinates the monitoring and reporting on progress within the Stabilisation and Association Process, and harmonisation and coordination of BiH authorities in drafting the consolidated report;
- monitors, analyses and proposes solutions in terms of BiH progress in fulfilling the obligations in the European integration process within the purview of the Section and monitors the implementation of commitments from the accession criteria related to agriculture and rural development, food safety, veterinary and phytosanitary policy, fishery, transport policy, energy, trans-European networks, environment, regional policy and co-ordination of structural instruments;
- coordinates activities of the Section for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation;
- participates in consultations in legislative drafting within purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: head of the internal organisational unit

Number of positions: 1

2.2.2. Post title: ADVISOR FOR SECTORAL POLICIES

Job description:

- coordinates, actively participates in or proposes activities for ad hoc and standing working groups established for specific tasks or groups of tasks under the purview of the Division and/or the Directorate;
- keeps abreast of and analyses policies in BiH and EU, and proposes to take over best practices of candidate and potential candidate countries for drafting the programming documents related to further progress of BiH in the European integration process;
- drafts a comprehensive analysis of BiH progress in the European integration process and fulfilment of its obligations based on findings and recommendations of EU institutions;
- reports on progress within the Stabilisation and Association Process, and harmonises and coordinates all activities of BiH authorities in drafting a consolidated report;
- drafts analytical and other expert documents in the field of European integration referring to sectoral policies;
- monitors, analyses and proposes solutions in terms of BiH progress in fulfilling the obligations in the European integration process related to: agriculture and rural development, food safety, veterinary and phytosanitary policy, fishery, transport policy, energy, trans-European networks, environment, regional policy and co-ordination of structural instruments;
- participates in the development of the BiH Programme of Integration to EU within the purview of the Section in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, as well as in monitoring and reporting of its implementation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;

- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: advisor

Number of positions: 2

2.2.3. Post title: SENIOR SPECIALIST FOR SECTORAL POLICIES

Job description:

- participates in ad hoc and standing working groups, established for specific tasks within the purview of the Section;
- collects, consolidates and analyses necessary information for drafting of analysis of BiH progress in the European integration process and fulfilment of its obligations;
- coordinates activities of BiH authorities in preparation and drafting a consolidated version of progress report within the Stabilisation and Association Process;
- collects relevant documents and drafts analytical and other expert documents in the field of European integration referring to sectoral policies;
- monitors and analyses BiH progress in fulfilling the obligations in the European integration process related to: agriculture and rural development, food safety, veterinary and phytosanitary policy, fishery, transport policy, energy, trans-European networks, environment, regional policy and co-ordination of structural instruments;
- participates in activities of the Section for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Work post category: senior specialist

Number of positions: 1

2.3.1. Post title: HEAD OF THE ECONOMIC AND SOCIAL POLICIES SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- is responsible for human and material resource of the Section;
- regularly reports to the Assistant Director on the fulfilment of tasks and proposes measures to improve the workflow of the Section;
- initiates and coordinates drafting of analytical and other expert documents in the field of European integration;
- manages the processes of collecting information on activities in candidate and potential candidate countries for the EU membership and proposes the best practices to be taken;
- coordinates and provides cooperation in proposing, preparing and drafting strategic documents in line with the priorities stemming from the European integration process;

- analyses policies in BiH and EU of particular importance for further progress of BiH in the European integration process;
- monitors, analyses and proposes solutions in terms of BiH progress in fulfilling the obligations in the European integration process within the purview of the Section and monitors the implementation of commitments from the accession criteria related to free movement of workers, free movement of capital, economic and monetary policy, statistics, financial control, financial and budgetary provisions, information society and media, social policy and employment, science and research, education and culture, and monitors their implementation;
- coordinates activities of the Section for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation;
- participates in consultations in legislative drafting within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social or technical sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Work post category: head of the internal organisational unit

Number of positions:1

2.3.2. Post title: ADVISOR FOR ECONOMIC AND SOCIAL POLICIES
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Job description:

- coordinates, actively participates in or proposes activities for ad hoc and standing working groups established for specific tasks or groups of tasks under the purview of the Division and/or the Directorate;
- monitors and analyses policies and proposes solutions in BiH and EU of particular importance for further progress of BiH in the European integration process;
- drafts analytical and other expert documents in the field of European integration referring to economic and social policies;
- keeps abreast of and analyses activities of candidate and potential candidate countries for the EU membership, and based on the analysis proposes best practices to be taken over;
- analyses policies in BiH and EU of particular importance for further progress of BiH in the European integration process;
- monitors, analyses and proposes solutions in terms of BiH progress in fulfilling the obligations in the European integration process within the purview of the Section and monitors the implementation of commitments from the accession criteria related to free movement of workers, free movement of capital, economic and monetary policy, statistics, financial control, financial and budgetary provisions, information society and media, social policy and employment, science and research, education and culture, and monitors their implementation;
- participates in the development of the BiH Programme of Integration to EU within the purview of the Section in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, as well as in monitoring and reporting of its implementation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social or technical sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: advisor

Number of positions: 2

2.3.3. Post title: SENIOR SPECIALIST FOR ECONOMIC AND SOCIAL POLICIES

Job description:

- participates in or manages ad hoc and standing working groups established for specific tasks or groups of tasks under the purview of the Division and/or the Directorate;
- monitors and analyses policies in BiH and EU of particular importance for further progress of BiH in the European integration process;
- provides support, collects relevant documents and drafts analytical and other expert documents in the field of European integration related to economic and social policies;
- monitors and analyses obligations of BiH in the European integration process regarding economic criteria and commitments stemming from the accession criteria related to free movement of workers, free movement of capital, economic and monetary policy, statistics, financial control, financial and budgetary provisions, information society and media, social policy and employment, science and research, education and culture;
- participates in the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, as well as in monitoring and reporting of its implementation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social or technical sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: senior specialist

Number of positions: 1

2.3.4. Post title: SPECIALIST FOR ECONOMIC AND SOCIAL POLICIES

Job description:

- participates in ad hoc and standing working groups, established for specific tasks within the purview of the Section;
- monitors policies in BiH and EU of particular importance for further progress of BiH in the European integration process;
- provides support, collects relevant documents for drafting analytical and other experts documents in the field of European integration related to economic and social policies;
- monitors fulfilment of obligations of BiH in the European integration process regarding economic criteria and commitments stemming from the accession criteria related to free movement of workers, free movement of capital, economic and monetary policy, statistics, financial control, financial and budgetary provisions, information society and media, social policy and employment, science and research, education and culture;

- provides support and collects relevant documents for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social or technical sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: specialist

Number of positions:1

2.4.1. Post title: HEAD OF THE TRADE AND INTERNAL MARKET SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- is responsible for human and material resource of the Section;
- regularly reports to the Assistant Director on the fulfilment of tasks and proposes measures to improve the workflow of the Section;
- initiates and coordinates activities for the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and participates in monitoring and reporting of its implementation;
- coordinates activities of maintaining databases under the purview of the Section including database for drafting, monitoring and reporting on the BiH Programme of Integration to EU;
- ensures the coherence of strategic and planning documents in the process of European integration;
- monitors, analyses and proposes solutions in terms of BiH progress in fulfilling the obligations in the European integration process within the purview of the Section and monitors the implementation of commitments from the accession criteria related to the internal market and trade, free movement of goods, taxation, enterprise and industrial policy, customs union, right of establishment and freedom to provide services, financial services, public procurements, company rights, intellectual property rights, competition policy, health care and consumer protection, and monitors their implementation;
- participates in consultations in legislative drafting within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social or technical sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: head of the internal organisational unit

Number of positions: 1

2.4.2. Post title: ADVISOR FOR TRADE AND INTERNAL MARKET

Job description:

- coordinates, actively participates and proposes activities in ad hoc and standing working groups established for specific tasks or group of tasks within the competence of the Division and/or Directorate;
- coordinates and proposes activities for the development of BiH Programme of Integration to EU;
- collects, consolidates and analyses information of BiH institutions and reports the BiH Council of Ministers on the BiH Programme of Integration to EU implementation;
- manages and has responsibility for data in databases within the purview of the Section including database for the development of the BiH Programme of Integration to EU and monitors and reports on its implementation;
- drafts analytical and other expert documents in the field of European integration referring to trade and internal market;
- provides answers to questions and proposes solutions for initiatives of representatives of legislative power in BiH;
- monitors, analyses and proposes solutions in terms of BiH progress in fulfilling the obligations in the European integration process related to the internal market and trade, free movement of goods, taxation, enterprise and industrial policy, customs union, right of establishment and freedom to provide services, financial services, public procurements, company rights, intellectual property rights, competition policy, health care and consumer protection;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social or technical sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Work post category: advisor

Number of positions: 2

2.4.3. Post title: SENIOR SPECIALIST FOR TRADE AND INTERNAL MARKET

Job description:

- participates in ad hoc and standing working groups, established for specific tasks within the purview of the Section;
- coordinates activities for the development of BiH Programme of Integration to EU;
- coordinates monitoring of the development of the BiH Programme of Integration to EU in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes, and collects, consolidates and analyses information of BiH institutions related to its implementation;
- prepares and participates in analysis of information collected from the BiH institutions aiming at drafting a report to the BiH Council of Ministers on the BiH Programme of Integration to EU implementation;
- coordinates activities related to databases within the purview of the Section including the database for the development of the BiH Programme of Integration to EU and monitors and reports on its implementation;
- ensures support, collects relevant documents and drafts analytical and other expert documents in the field of European integration referring to trade and internal market;
- monitors and analyses the work of executive and legislative bodies in BiH related to the European integration process;

- monitors and analyses BiH progress in fulfilling the obligations in the European integration process within the purview of the Section and monitors the implementation of commitments from the accession criteria related to the internal market and trade, free movement of goods, taxation, enterprise and industrial policy, customs union, right of establishment and freedom to provide services, financial services, public procurements, company rights, intellectual property rights, competition policy, health care and consumer protection;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social or technical sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: senior specialist

Number of positions:1

2.4.4. Post title: SPECIALIST FOR TRADE AND INTERNAL MARKET
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Job description:

- participates in ad hoc and standing working groups, established for specific tasks within the purview of the Section;
- collects information necessary for coordination of activities for the development and monitoring of the BiH Programme of Integration to EU implementation in cooperation with the Division for Alignment of BiH Legislation with the EU acquis and the Division for EU Accession Assistance Programmes;
- keeps abreast of relevant experiences and best practices of other countries in organisation and conducting activities within the purview of the Section;
- ensures support for functioning of databases within the purview of the Section including the database for the development, monitoring and reporting on the BiH Programme of Integration to EU;
- ensures support, collects relevant documents and drafts analytical and other expert documents in the field of European integration related to trade and internal market;
- monitors operations of executive and legislative bodies in BiH related to the European integration process;
- monitors BiH progress in fulfilling the obligations in the European integration process related to the internal market and trade, free movement of goods, taxation, enterprise and industrial policy, customs union, right of establishment and freedom to provide services, financial services, public procurements, company rights, intellectual property rights, competition policy, health care and consumer protection;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social or technical sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: specialist

Number of positions: 1

2.5. Post title: SENIOR CLERK SUPPORTING THE WORK OF THE DIVISION FOR INTEGRATION STRATEGY AND POLICIES

Job description:

- manages all organisational and technical aspects related to meetings with the European Commission (meetings of the Stabilisation and Association Committee and subcommittee meetings), as well as other meetings and conferences within the purview of the Division;
- manages all organisational and technical aspects related to the high-level meetings pursuant to the Decision on the coordination mechanism;
- performs protocol tasks related to organisation of working and high-level meetings, communicating in B/C/S and in English;
- keeps records on the members of the working groups pursuant to the Decision on the coordination mechanism;
- distributes meeting invitations and keeps records of meeting participants;
- distributes mail under the Division's purview;
- works with the European Integration Information System (ISEI);
- written and oral communication with the institutions from various levels of government, as well as with the EU Delegation and the European Commission in English;
- performs secretarial, administrative and technical tasks;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- four-year secondary school;
- minimum one year of relevant professional experience;
- good knowledge of standard software packages (MS Office);
- a sound knowledge of English;
- professional administrative exam.

Post category, pay grade and coefficient: Senior Clerk, C4, 1.40

Number of positions: 1

DIVISION FOR ALIGNMENT OF BIH LEGISLATION WITH EU ACQUIS

3. Post title: ASSISTANT DIRECTOR

Job description:

- manages the work of the Division, organises implementation of all activities under the Division's purview, and is responsible for the use of human and material resources allocated to the Division;
- responsible for the development and implementation of the FMC system, including risk identification and risk management within the purview of the Division and in line with the laws and regulations in the field;
- informs the Director on the situation and issues related to the performance of tasks under the Division's purview, and proposes measures to overcome them;
- decides on issues as authorised by virtue of a special decision of the Director;
- develops cooperation and exchanges data within the purview of the Division with other organisational units, and contributes to the performance of tasks of the Directorate involving several organisational units;
- manages the coordination of cooperation in the process of legislative alignment in Bosnia and Herzegovina with the ministries, administrative organisations, Entity governments and the Brčko District of Bosnia and Herzegovina, as well as with relevant parliamentary and other bodies, and relevant EU institutions, within the purview of the Division;
- manages the tasks related to the alignment of the BiH legislation with the EU acquis and those related to TAIEX;
- prepares planning and other documents related to legislative alignment;

- plans and manages the participation of the Division in the coordination, preparation and development of the programme of integration to be agreed by the EC and Bosnia and Herzegovina, and supervises its implementation, updating and reporting;
- follows adoption of legislative decisions by both houses of the Parliamentary Assembly of Bosnia and Herzegovina, as well as the work of special and joint committees of both houses of the Parliamentary Assembly of Bosnia and Herzegovina in the areas within the purview of the Division;
- performs other tasks as assigned by the director.

Specific requirements:

- law degree, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum five years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Number of positions: 1

Status: Managerial civil servant

3.1.1. Post title: HEAD OF POLITICAL CRITERIA, JUSTICE, FREEDOM AND SECURITY, TRANSPORT AND ENERGY SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- responsible for the use of human, financial and material resources allocated to the Section;
- coordinates the tasks pertaining to legislative alignment within the purview of the Section;
- coordinates the activities of the Section in drafting legislation, guidelines and documents related to alignment of BiH's legislation with the EU acquis for chapters within the purview of the Section;
- coordinates the activities and cooperation of the Section with the ministries and administrative organisations of Bosnia and Herzegovina, Entity governments, the Brčko District of Bosnia and Herzegovina and the cantons, in matters within the purview of the Section;
- analyses the EU acquis within the purview of the Section;
- prepares opinions on the compliance of BiH legislation with the EU acquis for chapters within the purview of the Section;
- coordinates the activities of the Section pertaining to the work of the working groups of BiH institutions tasked with drafting legislation that is subject of alignment with the EU acquis;
- in the segment of legislative alignment, coordinates the activities of the Section pertaining to the work of the bodies established under the SAA and participates in the coordination of activities for implementation of the conclusions made by the mentioned bodies in accordance with the chapters of the EU acquis within the purview of the Section;
- in the segment of legislative alignment, coordinates the activities of the Section in the accession negotiations;
- coordinates the activities of the Section in coordination, preparation and development of the programme of integration of Bosnia and Herzegovina to EU to be agreed between the EC and BiH, and its implementation, updating and reporting;
- coordinates the activities of the Section in reporting to the executive and legislative authorities in Bosnia and Herzegovina and the EC on regulatory compliance of Bosnia and Herzegovina;

- coordinates the activities of the Section in providing the drafting bodies with all the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
- follows adoption of legislative decisions by both houses of the Parliamentary Assembly of Bosnia and Herzegovina, as well as the work of special and joint committees of both houses of the Parliamentary Assembly of Bosnia and Herzegovina for chapters within the purview of the Section;
- based on the analyses of relevant experiences and good practice in the EU Member States and candidate countries, gives recommendations for activities to be undertaken in accordance with chapters within the purview of the Section;
- coordinates the activities of the Section in the process of designation of participants from Bosnia and Herzegovina in TAIEX seminars;
- undertakes and coordinates all other activities related to the use and coordination of TAIEX instrument;
- participates in consultations on drafting of legislation within the purview of the Section;
- performs other tasks within the purview of the Section.

Specific requirements:

- law degree, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

3.1.2. Post title: ADVISOR FOR POLITICAL CRITERIA, JUSTICE, FREEDOM AND SECURITY, TRANSPORT AND ENERGY

Job description:

- drafts legislation, guidelines and documents related to alignment of BiH's legislation with the EU acquis in areas within the purview of the Section;
- prepares opinions on the compliance of BiH legislation with the EU acquis for chapters within the purview of the Section;
- participates in the work of the bodies established under the SAA, participates in coordination of activities for implementation of the conclusions made by the mentioned bodies in accordance with the chapters of the EU acquis within the purview of the Section, and in the work of the working groups of BiH institutions tasked with drafting legislation that is subject of alignment with the EU acquis;
- in the segment of legislative alignment, participates in the accession negotiations;
- prepares and develops the programme of integration to be agreed by the EC and Bosnia and Herzegovina, and participates in coordination and its implementation, updating and reporting;
- provides drafting bodies with all the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
- participates in coordination of the process of designation of participants from Bosnia and Herzegovina in TAIEX events, as well as in other activities related to the use and coordination of TAIEX instrument;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- law degree, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;

- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Advisor

Number of positions: 2

<p>3.1.3. Post title: SENIOR SPECIALIST FOR POLITICAL CRITERIA, JUSTICE, FREEDOM AND SECURITY, TRANSPORT AND ENERGY</p>
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Job description:

- participates in cooperation with the ministries and administrative organisations of Bosnia and Herzegovina, Entity governments, the Brčko District of Bosnia and Herzegovina, and the cantons in matters within the purview of the Section;
- participates in drafting of legislation, guidelines and documents related to alignment of BiH's legislation with the EU acquis in areas within the purview of the Section;
- participates in the preparation of opinions on the compliance of BiH legislation with the EU acquis for chapters within the purview of the Section;
- participates in the working groups of BiH institutions tasked with drafting legislation that is subject of alignment with the EU acquis;
- participates in the work of the bodies established under the SAA and in the coordination of activities for implementation of the conclusions made by the mentioned bodies in accordance with the chapters of the EU acquis within the purview of the Section;
- in the segment of legislative alignment, participates, as required, in the accession negotiations;
- participates in the tasks involving coordination, preparation and development of the programme of integration to be agreed by the EC and Bosnia and Herzegovina, and its implementation, updating and reporting;
- provides the drafting bodies with professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
- participates in other activities related to the use and coordination of TAIEX instrument;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- law degree, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Senior Specialist

Number of positions: 2

<p>3.1.4. Post title: SPECIALIST FOR POLITICAL CRITERIA, JUSTICE, FREEDOM AND SECURITY, TRANSPORT AND ENERGY</p>

Job description:

- contributes to drafting of legislation, guidelines and documents related to alignment of BiH's legislation with the EU acquis in areas within the purview of the Section;
- prepares opinions on the compliance of BiH legislation with the EU acquis for chapters falling within the purview of the Section;
- contributes to the work of the working groups of BiH institutions tasked with drafting legislation that is subject of alignment with the EU acquis;

- contributes to cooperation with the ministries and administrative organisations of Bosnia and Herzegovina, Entity governments, the Brčko District of Bosnia and Herzegovina and the cantons, in matters within the purview of the Section;
- contributes in providing drafting bodies with the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- law degree, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Specialist

Number of positions: 2

3.2.1. Post title: HEAD OF INTERNAL MARKET SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- responsible for the use of human, financial and material resources allocated to the Section;
- coordinates the tasks pertaining to legislative alignment within the purview of the Section;
- coordinates the activities of the Section in drafting legislation, guidelines and documents related to alignment of BiH's legislation with the EU acquis for chapters within the purview of the Section;
- coordinates the activities and cooperation of the Section with the ministries and administrative organisations of Bosnia and Herzegovina, Entity governments, the Brčko District of Bosnia and Herzegovina and the cantons, in matters within the purview of the Section;
- analyses the EU acquis within the purview of the Section;
- prepares opinions on the compliance of BiH legislation with the EU acquis for chapters within the purview of the Section;
- coordinates the activities of the Section pertaining to the work of the working groups of BiH institutions tasked with drafting legislation that is subject of alignment with the EU acquis;
- in the segment of legislative alignment, coordinates the activities of the Section pertaining to the work of the bodies established under the SAA and participates in the coordination of activities for implementation of the conclusions made by the mentioned bodies in accordance with the chapters of the EU acquis within the purview of the Section;
- in the segment of legislative alignment, coordinates the activities of the Section in the accession negotiations;
- coordinates the activities of the Section in coordination, preparation and development of the programme of integration of Bosnia and Herzegovina to EU to be agreed between the EC and BiH, and its implementation, updating and reporting;
- coordinates the activities of the Section in reporting to the executive and legislative authorities in Bosnia and Herzegovina and the EC on regulatory compliance of Bosnia and Herzegovina;
- coordinates the activities of the Section in providing the drafting bodies with all the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;

- follows adoption of legislative decisions by both houses of the Parliamentary Assembly of Bosnia and Herzegovina, as well as the work of special and joint committees of both houses of the Parliamentary Assembly of Bosnia and Herzegovina for chapters within the purview of the Section;
- based on the analyses of relevant experiences and good practice in the EU Member States and candidate countries, gives recommendations for activities to be undertaken in accordance with chapters within the purview of the Section;
- participates in consultations on drafting of legislation within the purview of the Section;
- performs other tasks within the purview of the Section.

Specific requirements:

- law degree, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

3.2.2. Post title: ADVISOR FOR INTERNAL MARKET

Job description:

- drafts legislation, guidelines and documents related to alignment of BiH's legislation with the EU acquis in areas within the purview of the Section;
- directly cooperates with the ministries and administrative organisations of Bosnia and Herzegovina, Entity governments, the Brčko District of Bosnia and Herzegovina and the cantons, in matters within the purview of the Section;
- prepares opinions on the compliance of BiH legislation with the EU acquis for chapters within the purview of the Section;
- participates in the working groups of BiH institutions tasked with drafting legislation that is subject of alignment with the EU acquis;
- participates in the work of the bodies established under the SAA and participates in the coordination of activities for implementation of the conclusions made by the mentioned bodies in the segment of legislative alignment in accordance with the chapters of the EU acquis within the purview of the Section;
- in the segment of legislative alignment, participates in the accession negotiations;
- prepares and develops the programme of integration to be agreed by the EC and Bosnia and Herzegovina, and participates in coordination and its implementation, updating and reporting;
- provides drafting bodies with all the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- law degree, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Advisor

Number of positions: 2

3.2.3. Post title: SENIOR SPECIALIST FOR INTERNAL MARKET

Job description:

- cooperates with the ministries and administrative organisations of Bosnia and Herzegovina, Entity governments, the Brčko District of Bosnia and Herzegovina and the cantons, in matters within the purview of the Section;
- participates in drafting of legislation, guidelines and documents related to alignment of BiH's legislation with the EU acquis in areas within the purview of the Section;
- participates in the preparation of opinions on the compliance of BiH legislation with the EU acquis for chapters within the purview of the Section;
- participates in the working groups of BiH institutions tasked with drafting legislation that is subject of alignment with the EU acquis;
- participates in the work of the bodies established under the SAA and participates in the coordination of activities for implementation of the conclusions made by the mentioned bodies in accordance with the chapters of the EU acquis within the purview of the Section;
- in the segment of legislative alignment, participates, as required, in the accession negotiations;
- participates in the tasks involving coordination, preparation and development of the integration programme to be agreed by the EC and Bosnia and Herzegovina, and its implementation, updating and reporting;
- provides the drafting bodies with professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- law degree, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Senior Specialist

Number of positions: 2

3.2.4. Post title: SPECIALIST FOR INTERNAL MARKET

Job description:

- contributes to drafting of legislation, guidelines and documents related to alignment of BiH's legislation with the EU acquis in areas within the purview of the Section;
- prepares opinions on the compliance of BiH legislation with the EU acquis for chapters within the purview of the Section;
- contributes to the work of the working groups of BiH institutions tasked with drafting legislation that is subject of alignment with the EU acquis;
- contributes in providing drafting bodies with the necessary professional support in legislative alignment and filling in the instruments for alignment of BiH legislation with the EU acquis;
- contributes to cooperation with the ministries and administrative organisations of Bosnia and Herzegovina, Entity governments, the Brčko District of Bosnia and Herzegovina and the cantons, in matters within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- law degree, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;

- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Specialist

Number of positions: 2

3.3.1. Post title: HEAD OF THE SECTION FOR AGRICULTURE AND ENVIRONMENT

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- shall be responsible for the use of human, financial and material resources of the Section;
- coordinates activities related to compliance of the BiH legislation with the *acquis* within the purview of the Section;
- coordinates activities of the Section related to drafting regulations, guidelines and documents for alignment of BiH regulations with the *acquis* in Chapters within the purview of the Section;
- coordinates activities and cooperation of the Section with ministries and other administrative organisations of BiH, governments of entities, BDBiH and cantons in matters within the purview of the Section;
- analyses the EU *acquis* within the purview of the Section;
- provides opinion on compliance of BiH regulations with the relevant EU *acquis* Chapters;
- coordinates operations of the Section in expert working groups of the institutions in BiH for the development of regulations to be aligned with the EU *acquis*;
- coordinates activities of the Section within bodies established under the SAA, participates in coordination of activities for the implementation of the conclusions from the meetings of the said bodies related to the alignment of regulations with the relevant EU *acquis* Chapters;
- coordinates activities within the Section related to the BiH membership negotiations from the aspect of legislative alignment;
- coordinates activities of the Section in the coordination, preparation and development of the Integration Programme, i.e. of a programme to be agreed between the EC and BiH, its implementation, up-dating and reporting thereof;
- coordinates the activities of the Section related to reporting to executive and legislative power bodies in BiH and to the EC on the legislative alignment in BiH;
- coordinates activities of the Section in provision of expert assistance to legislators in the legislative alignment process and filling in the instruments for alignment of BiH regulations with the *acquis*;
- follows the process of adopting legislation in both Houses of the Parliamentary Assembly of BiH, as well as the work of special and joint committees of both Houses of the Parliamentary Assembly of BiH for relevant Chapters;
- gives recommendations for taking actions based on the analyses of relevant experiences and good practices in the EU Member States and candidate countries, in line with the relevant *acquis* Chapters;
- Participates in consultations for development of regulations within the purview of the Section;

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);

- professional administrative exam.

Post category: head of internal organizational unit

Number of positions: 1

3.3.2. Post title: AGRICULTURE AND ENVIRONMENT ADVISOR

Job description:

- develops regulations, guidelines and documents related to alignment of the BiH regulations with the *acquis* in the relevant areas;
- directly cooperates with ministries and other administrative organisations of BiH, governments of entities, BDBiH and cantons in matters within the purview of the Section;
- provides opinion on compliance of BiH regulations with the relevant EU *acquis* Chapters;
- participates in the work of bodies established under the SAA, participates in coordination of activities for the implementation of the conclusions from the meetings of the said bodies related to the alignment of regulations with the relevant EU *acquis* Chapters;
- participates in the activities of expert working groups of the institutions in BiH for drafting of regulations to be aligned with the EU *acquis*;
- participates in the BiH membership negotiations from the aspect of legislative alignment
- prepares and develops the Integration Programme, i.e. a programme to be agreed between the EC and BiH, participates in its implementation, up-dating and reporting thereof;
- provides expert assistance to legislators in the legislative alignment and filling in the instruments for approximation of BiH regulations to the *acquis*;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 2

3.3.3. Post title: AGRICULTURE AND ENVIRONMENT SENIOR SPECIALIST

Job description:

- cooperates with ministries and administrative organisations of BiH governments of entities, BDBiH and cantons in matters within the purview of the Division;
- participates in drafting regulations, guidelines and documents regarding the alignment of BiH regulations within the purview of the Section;
- participates in drafting opinion on compliance of BiH regulations with the relevant EU *acquis* Chapters;
- participates in the activities of expert working groups of the institutions in BiH for the development of regulations to be aligned with the EU *acquis*;
- participates in the work of bodies established under the SAA, participates in coordination of activities for the implementation of the conclusions from the meetings of the said bodies related to the alignment of regulations in accordance with the relevant EU *acquis* Chapters;
- participates, as appropriate, in the BiH membership negotiations from the aspect of legislative alignment;
- participates in coordinating, preparing and developing the Integration Programme, i.e. a programme to be agreed between EC and BiH, participates in its implementation, up-dating and reporting thereof;

- provides expert assistance to legislators in the legal harmonisation and filling in the instruments for approximation of BiH regulations to the *acquis*;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 2

3.3.4. Post title: AGRICULTURE AND ENVIRONMENT SPECIALIST
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Job description:

- contributes to development of regulations, guidelines and documents related to alignment of BiH regulations with the relevant *acquis*;
- drafts opinion on compliance of BiH regulations with the relevant EU *acquis* Chapters;
- contributes to the activities of expert working groups of the institutions in BiH for the development of regulations to be aligned with the EU *acquis*;
- contributes to the cooperation of ministries and other BiH administrative organisations, governments of entities, BDBiH and cantons in matters within the purview of the Section;
- contributes to the provision of expert assistance to legislators in legal harmonisation and filling in the instruments for alignment of BiH regulations with the *acquis*;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: specialist

Number of positions: 2

3.4. Post title: ADMINISTRATIVE ASSISTENT
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Job description:

- performs secretarial and administrative-technical tasks
- documents archiving;
- enters data in the internal database on the aligned regulations and drafts reports based on the entered data;
- establishes and maintains necessary records and correspondence;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- IV; secondary education;
- minimum one year of professional experience;
- knowledge of English (written and spoken);
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category, pay grade and coefficient: senior clerk, C4, 1.40

Number of positions: 1

DIVISION FOR THE EU PRE-ACCESSION ASSISTANCE PROGRAMMES

4. Post title: ASSISTANT DIRECTOR

Job description:

- manages work of the Division, organises all activities under the purview of the Division and is responsible for using human and material resources in the Division;
- shall be responsible for development and implementation of the financial management and control system, including risk identification and risk management within the purview of the Division, in line with the laws and regulations in the field;
- informs the Director about the situation and issues related to the performance of tasks within the purview of the Division, and proposes measures to overcome them;
- decides on matters under his/her competence based on a special decision of the Director;
- develops cooperation and exchanges data within the purview of the Division with other organisational units and contributes to performing of the DEI tasks involving several organisational units;
- ensures functional cooperation and operational contacts with ministries, administrative organisations, governments of entities, BDBiH, with competent parliamentary and other bodies, as well as with the EU institutions;
- plans and manages activities and processes of planning and programming the EU national and multinational assistance programme and participation of BiH in the EU programmes, including special regional programmes and initiatives in accordance with the obligations and priorities of BiH integration process;
- plans and manages activities to overview the implementation of EU assistance programmes/projects through monitoring, evaluation and reporting in accordance with the relevant EU regulations;
- plans and manages the activities on introducing the sectoral strategic approach for the use of pre-accession assistance instruments, including the system of coordination of bilateral donors among the EU Member States and international financial institutions/organisations, as well as consultations with the civil society organisations;
- plans and manages the development of Division's capacities in its role as the Office of the National IPA Coordinator and technical secretariat of the National Investment Committee;
- performs other tasks as assigned by the Director.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum five years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Number of positions: 1

Status: managerial civil servant

4.1.1. Post title: HEAD OF SECTION FOR COORDINATION OF PROGRAMMES IN THE AREA OF STATE ADMINISTRATION AND RULE OF LAW

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;

- shall be responsible for the use of human, financial and material resources of the Section;
- regularly informs the Assistant Director on performed operations under his/her competence and proposes measures to improve the operations of the Section;
- manages processes of coordination related to: using the multinational pre-accession instrument programme, using the sector budget support through the pre-accession assistance instrument, using the assistance of bilateral donors for the EU integration processes, consultations with the civil society organisations related to the use of pre-accession assistance instruments, participation in the EU macro regions funded by the EU;
- manages activities related to managing strategic projects in the context of support to managing structures of macro-regional strategies, and related to the participation of BiH in other regional initiatives funded by the EU;
- coordinates the use of the Twinning instrument in BiH funded by the EU;
- coordinates the participation of the Section in the planning and programming of national and multinational Instrument for Pre-Accession Assistance in the areas within the purview of the Section;
- coordinates the participation of the Section in the planning the use of bilateral assistance of the EU Member States and of special infrastructural programmes related to the IPA, in the consultations with the civil society organisations, as well as in providing support to competent institutions regarding the participation of BiH in the EU programmes, in the areas within the purview of the Section;
- coordinates the participation of the Section in the monitoring of the implementation of projects within the EU's country assistance programme through reporting and participation in project's steering committees in the areas within the purview of the Section;
- participates in consultations for development of regulations in the areas within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English (written and spoken);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

4.1.2. Post title: ADVISOR FOR COORDINATION OF PUBLIC ADMINISTRATION AND THE RULE OF LAW PROGRAMMES

Job description:

- analyses needs, designs and oversees activities related to the coordination, planning and implementation of the multinational Instrument for Pre-Accession Assistance programme and bilateral assistance of EU Member State to the BiH process of integration to the EU, as well as the activities of the Office of the National IPA Coordinator in connection with the participation of BiH in the EU macro-regions and other regional initiatives;
- analyses needs, designs and oversees activities related to consultations with civil society in the planning and use of EU assistance;
- analyses, plans and oversees the programming of national and multi-national Instrument for Pre-accession Assistance in the areas within the purview of the Section;

- analyses, plans and oversees the use of bilateral assistance of EU Member States, specific infrastructure programs in conjunction with the IPA, monitors and supports the participation of institutions in EU programs in the areas within the purview of the Section;
- analyses and monitors the implementation of projects under the national programme of EU assistance through reporting and participation in activities of programme/project steering committees in the areas within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Work post category: adviser

Number of positions: 2

<p>4.1.3. Post title: SENIOR SPECIALIST FOR COORDINATION OF PUBLIC ADMINISTRATION AND THE RULE OF LAW PROGRAMMES</p>

Job description:

- participates in or manages ad hoc working groups for specific tasks or group of tasks within the purview of the Division and/or Directorate;
- participates in the activities related to the coordination, planning, implementation and monitoring of the multinational Instrument for Pre-Accession Assistance programme and bilateral assistance of EU Member States to the BiH process of integration to the EU, consultations with civil society and activities of the NIPAC in connection with participation of BiH in EU macro-regions and other regional initiatives;
- participates in the planning and programming of national and multinational Instrument for Pre-Accession Assistance programme in the areas within the purview of the Section;
- under the partial supervision of immediate supervisor, participates in planning of the use of bilateral assistance of EU Member States and specific IPA-related infrastructure programmes, in monitoring and supporting the institutions in participation in EU programmes in the areas within the purview of the Section;
- monitors the implementation of projects under the national programme of EU assistance through reporting and participation in activities of project steering committees in the areas within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Work post category: senior specialist

Number of positions: 1

<p>4.1.4. Post title: SPECIALIST FOR COORDINATION OF PUBLIC ADMINISTRATION AND THE RULE OF LAW PROGRAMMES</p>
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Job description:

- regularly provides and updates information on all issues within the purview of the Section and maintains records on individual cases and activities;
- cooperates in operational matters, within the Section, in terms of coordination, planning, programming, implementation and monitoring of the multinational Instrument for Pre-Accession Assistance programmes and bilateral assistance of EU Member States to the BiH process of integration to the EU, consultations with civil society and activities of the NIPAC in connection with participation of BiH in EU macro-regions and other regional initiatives;
- cooperates in operational matters and participates in the planning and programming of national and multinational Instrument for Pre-Accession Assistance programmes in the areas within the purview of the Section;
- cooperates in operational matters and participates in the planning of the use of bilateral assistance of EU Member States and specific IPA-related infrastructure programmes, in monitoring and supporting the institutions in participation in EU programmes in the areas within the purview of the Section;
- cooperates in operational matters and participates in the planning and implementation of the national programmes of EU assistance through reporting and participation in activities of project steering committees in the areas within the purview of the Section;
- regularly updates all necessary databases that should enable the effective delivery/distribution of reliable information on all past, current and future programs of EU assistance to BiH in the areas within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Work post category: specialist

Number of positions: 3

4.2.1. Post title: HEAD OF THE REGIONAL DEVELOPMENT AND INFRASTRUCTURE PROGRAMMES COORDINATION SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- responsible for human and material resource of the Section;
- regularly reports to the Assistant Director on the performance of tasks and proposes measures for improved workflow of the Section;
- manages the processes of coordination, planning, programming and monitoring of the use of projects through the Western Balkans Investment Framework (WBIF) and other financial instruments to support the development of infrastructure under the IPA;
- manages the processes of coordination, establishment and implementation of a sectoral approach to the use of IPA in the areas within the purview of the Section;
- coordinates strategic activities of the Section in the planning and programming of national and multinational IPA programmes in the areas within the purview of the Section;
- manages the activities of the Section related to the exercise of the function of the Technical Secretariat of the National Investment Committee in the areas within the purview of the Section;

- coordinates the preparation, updating and developing of the projections for the implementation of the single sector project pipeline (SSPP) on the basis of the Methodology for Selection and Prioritisation of Infrastructure Projects in BiH;
- coordinates the participation of the Section in the planning of the use of bilateral assistance of EU Member States, as well as in the process of consultations with civil society, and support to the relevant institutions in connection with the participation of BiH in the EU programmes in the areas within the purview of the Section;
- coordinates participation of the Section in the monitoring of implementation of the national programmes of EU assistance through reporting and participation in project steering committees in the areas within the purview of the Section;
- participates in consultations in legislative drafting within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: head of the internal organisational unit

Number of positions: 1

4.2.2. Post title: ADVISOR FOR THE REGIONAL DEVELOPMENT AND INFRASTRUCTURE PROGRAMMES COORDINATION

Job description:

- analyses needs, designs and oversees activities related to the coordination, planning and implementation of the Western Balkans Investment Framework (WBIF) as well as the activities of the NIPAC Office in connection with the participation of BiH in this instrument;
- analyses needs, designs and oversees activities related to consultations with the European Commission, international financial institutions and bilateral donors in planning and the use of EU assistance in the fields of transport, energy, research and innovation);
- analyses, plans and oversees the programming of national and multi-national Instrument for Pre-accession Assistance programmes in the fields of transport, energy, research and innovation;
- ensures quality assessment of project proposals submitted by the beneficiary institutions to the Section following the calls for technical assistance and investment grants under the Western Balkans Investment Framework (WBIF);
- drafts technical proposals when planning the use of bilateral assistance of EU Member States and other financial instruments to support the development of infrastructure under the IPA and providing support to the relevant institutions for participation in EU programs;
- performs specific tasks relating to technical support to the National Investment Committee in the areas within the purview of the Section;
- develops reports autonomously and monitors the implementation of projects under the national programme of EU assistance through reporting and participation in project steering committees in the fields of transport, energy, research and innovation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of economy or transport and traffic engineering or energy technology or construction sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;

- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: adviser

Number of positions: 2

4.2.3. Post title: ADVISOR FOR THE ENVIRONMENT AND CLIMATE CHANGE PROGRAMMES COORDINATION
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Job description:

- analyses needs, designs and oversees activities related to the coordination, planning and implementation of the Western Balkans Investment Framework (WBIF) as well as the activities of the NIPAC Office in connection with the participation of BiH in this instrument;
- analyses needs, designs and oversees activities related to consultations with the European Commission, international financial institutions and bilateral donors in planning and the use of EU assistance in the fields of environment and climate change;
- analyses, plans and oversees the programming of national and multi-national Instrument for Pre-accession Assistance programmes in the fields of environment and climate change;
- ensures quality assessment of project proposals submitted by the beneficiary institutions to the Section following the calls for technical assistance and investment grants under the Western Balkans Investment Framework (WBIF);
- drafts technical proposals when planning the use of bilateral assistance of EU Member States and other financial instruments to support the development of infrastructure under the IPA and providing support to the relevant institutions for participation in EU programmes in the fields of environment and climate change;
- performs specific tasks relating to technical support to the National Investment Committee in the areas within the purview of the Section;
- develops reports autonomously and monitors the implementation of projects under the national programme of EU assistance through reporting and participation in project steering committees in the fields environment and climate change;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences or economy or transport and traffic engineering or energy technology or construction sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: adviser

Number of positions: 1

4.2.4. Post title: SPECIALIST FOR THE REGIONAL DEVELOPMENT AND INFRASTRUCTURE PROGRAMMES COORDINATION
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Job description:

- participates in ad hoc working groups for specific tasks or group of tasks within the purview of the Division and/or Directorate
- cooperates in activities related to the coordination, planning, implementation and monitoring of calls for technical assistance and investment grants under the Western Balkans Investment Framework (WBIF);

- cooperates in operational matters related to technical support to the National Investment Committee in the areas within the purview of the Section;
- cooperates in operational matters related to the use of bilateral assistance of EU Member States and other financial instruments to support the development of infrastructure under the IPA and providing support to the relevant institutions for participation in EU programmes in the relevant areas within the purview of the Section;
- cooperates in operational matters and participates in the monitoring of implementation of the national programmes of EU assistance through reporting and participation in project steering committees in the relevant areas within the purview of the Section;
- cooperates in operational matters and participates in the collection and processing of information for the databases on the use of EU assistance in the areas within the purview of the Section;
- monitors the maintenance of web applications on the single sector project pipeline (SSPP) and ensures the accuracy of the data;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: specialist

Number of positions: 1

<p>4.3.1. Post title: HEAD OF THE ECONOMIC AND SOCIAL DEVELOPMENT PROGRAMMES COORDINATION SECTION</p>
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Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- responsible for human, financial and material resource of the Section;
- regularly reports to the Assistant Director on the performance of tasks and proposes measures for improved workflow of the Section;
- manages the coordination of planning and programming of the national program of EU assistance;
- manages the coordination of accession and participation support and the coordination of monitoring of the participation of BiH in EU programs;
- coordinates participation of the Section in the planning and programming of national and multinational IPA programmes in the areas within the purview of the Section;
- coordinates the participation of the Section in the planning of the use of bilateral assistance of EU Member States and specific infrastructure programmes under the IPA, as well as in the process of consultations with civil society, and monitoring and support to the relevant institutions in connection with the participation of BiH in the EU programmes in the areas within the purview of the Section;
- coordinates participation of the Section in monitoring of the implementation of the national programmes of EU assistance through reporting and participation in project steering committees in the areas within the purview of the Section;
- participates in consultations in legislative drafting within the purview of the Section;

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;

- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: head of the internal organisational unit

Number of positions: 1

4.3.2. Post title: ADVISOR FOR THE ECONOMIC AND SOCIAL DEVELOPMENT PROGRAMMES
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Job description:

- designs, analyses, manages and oversees the activities of coordination of the planning and programming of the national program of EU assistance and of coordination of monitoring the participation of BiH in EU programmes;
- analyses, manages and oversees the planning and programming of national and multinational IPA programmes in the areas within the purview of the Section;
- analyses, plans and oversees the use of bilateral assistance of EU Member States, programming of specific infrastructure programmes under the IPA, as well as consultations with civil society organisations in the areas within the purview of the Section;
- analyses and monitors the participation of BiH in EU programmes and provides technical and advisory assistance to the competent institutions in connection with the participation of BiH in the EU programmes in the areas within the purview of the Section;
- analyses and monitors the implementation of projects under the national EU assistance programmes and represents the NIPAC in project steering committees in the areas within the purview of the Section, and reports to the Section for Monitoring, Evaluation and Reporting on EU programmes of assistance to BiH;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: adviser

Number of positions: 3

4.3.3. Post title: SENIOR SPECIALIST FOR THE ECONOMIC AND SOCIAL DEVELOPMENT PROGRAMMES
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Job description:

- participates in or manages ad hoc working groups for specific tasks or group of tasks within the purview of the Division and/or Directorate;
- participates in the coordination of the planning and programming of the national programme of EU assistance and the coordination of support to accession and participation of BiH in the EU programmes;
- participates in the planning and programming of national and multinational IPA programmes in the areas within the purview of the Section;
- participates in the planning and monitoring of the use of bilateral assistance of EU Member States, programming of specific infrastructure programmes under the IPA, as well as in the process of consultations with civil society organisations in the areas within the purview of the Section;
- under the partial supervision of immediate supervisor, participates in the monitoring of BiH participation in the EU programmes and support to the competent institutions in

connection with the participation of BiH in the EU programmes in the areas within the purview of the Section;

- monitors the implementation of projects under the national programme of EU assistance through reporting and participation in project steering committees in the areas within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: senior specialist

Number of positions: 1

4.3.4. Post title: SPECIALIST FOR THE ECONOMIC AND SOCIAL DEVELOPMENT PROGRAMMES

Job description:

- regularly provides and updates information on all issues within the purview of the Section and maintains records on individual cases and activities;
- participates in the coordination of planning and programming of the national programme of EU assistance;
- participates in the coordination of support to accession and in monitoring of participation of BiH in the EU programmes;
- cooperates in operational matters related to the planning and programming of national and multinational IPA programmes in the areas within the purview of the Section, cooperates in operational matters related to the planning and monitoring of the use of bilateral assistance of EU Member States, the programming of specific infrastructure programmes in conjunction with the IPA, conducting consultations with civil society organisations and monitoring and supporting the competent institutions in connection with the participation of BiH in the EU programmes, in the areas within the purview of the Section;
- cooperates in operational matters related to the monitoring and implementation of the national programmes of EU assistance through reporting and participation in project steering committees in the areas within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: specialist

Number of positions: 2

4.4.1. Post title: HEAD OF EU ASSISTANCE PROGRAMMES MONITORING, EVALUATION AND REPORTING SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- responsible for human, financial and material resource of the Section;
- regularly reports to the Assistant Director on the performance of tasks and proposes measures for improved workflow of the Section;
- plans and ensures support to the NIPAC in terms of monitoring, evaluation, reporting and capacity building of the institutions to use the Instrument for Pre-accession Assistance;
- manages and coordinates the reporting of the entire process of monitoring the implementation of programmes/projects under the IPA, including activities related to the IPA monitoring committee and sectoral IPA monitoring committees;
- manages and coordinates organisation of the IPA Monitoring Committee;
- plans and provides support for the establishment and implementation of the sectoral monitoring for the purpose of using the IPA and provides support for the establishment of a connection between the process of sectoral monitoring and general monitoring of the programmes/projects;
- manages the activities of the Section for the development of the annual report on the implementation of the IPA projects, as well as individual reports for the purpose of monitoring the implementation of the Stabilisation and Association Agreement and alignment of BiH legislation with the EU *acquis*;
- manages the activities of the Section related to the consultations with civil society organisations in monitoring pre-accession assistance;
- participates in consultations in legislative drafting within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: head of the internal organisational unit

Number of positions: 1

4.4.2. Post title: ADVISOR FOR EU ASSISTANCE PROGRAMMES MONITORING AND REPORTING

Job description:

- issues instructions and leads the process of developing analytical and strategic documents with the aim of improving the efficiency of the monitoring and implementation of the IPA projects;
- proposes training of partner institutions and bodies on the implementation of the methodology for monitoring the IPA projects, and coordinates delivery of such training;
- produces reports autonomously on certain horizontal issues and on any other issue of importance for the smooth implementation of the IPA projects/programmes;
- analyses information for the annual reports on the use of the IPA, develops individual reports on the status of the IPA project implementation and provides expert analysis for the purpose of monitoring the implementation of the SAA and alignment of BiH legislation with the EU *acquis*;
- coordinates and leads the activities related to the operation and improvement of the database on monitoring of the use of EU assistance;
- develops technical proposals for the participation of civil society representatives in the monitoring of the IPA programme/project implementation;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: adviser

Number of positions: 2

4.4.3. Post title: ADVISOR FOR EU ASSISTANCE PROGRAMMES EVALUATION AND REPORTING

Job description:

- ensures support for the activities carried out by the EC evaluation teams, or organises, prepares and conducts evaluation autonomously in cooperation with the IPA beneficiary institutions;
- analyses, proposes and distributes reports on the evaluation findings and recommendations to all relevant bodies and authorities, and monitors the implementation of recommendations from the reports.
- provides technical support for the planning and implementation of the EU assistance coordination process, and analyses and evaluates the results following the use of EU assistance.
- plans and implements the training program on the IPA developed by the NIPAC;
- provides technical assistance and ensures the implementation of technical assistance related to the IPA;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: adviser

Number of positions: 1

4.4.4. Post title: SENIOR SPECIALIST FOR EU ASSISTANCE PROGRAMMES MONITORING AND REPORTING

Job description:

- participates in supporting the introduction of the sectoral monitoring related to the IPA;
- implements the activities of establishing the connection between sectoral monitoring and general monitoring of the IPA programmes/projects;
- participates in the activities carried out by the EC evaluators for the IPA projects and the sectoral budget support projects;
- analyses data on individual IPA projects and develops reports on individual projects for the needs of the IPA Monitoring Committee;
- analyses data on individual IPA projects for the purpose of monitoring the implementation of the SAA priorities;
- carries out all the necessary analyses with the aim of improving the efficiency of the monitoring and implementation of the IPA projects;

- regularly updates and collects information on the IPA projects for the database;
- prepares meetings of the IPA Monitoring Committee and the sectoral monitoring committees;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: senior specialist

Number of positions: 1

4.4.5. Post title: SPECIALIST FOR SUPPORT TO THE MONITORING AND EVALUATION ACTIVITIES
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Job description:

- provides support to the activities carried out by the EC evaluators for the IPA projects and the sectoral budget support projects;
- collects the necessary input of the Section in the process of IPA programming;
- participates in organisation of meetings of the IPA Monitoring Committee and the sectoral IPA monitoring committees;
- collects the information necessary for the preparation of the IPA implementation reports;
- enters the data on the IPA projects into the database;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam;

Post category: specialist

Number of positions: 2

4.5. Post title: ADMINISTRATIVE ASSISTANT
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Job description:

- secretarial and administrative tasks;
- archiving of documents in accordance with the law;
- copying of documents for the needs of the Division;
- establishes and maintains the necessary records and manages the correspondence;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- level IV, secondary education;
- minimum one year of relevant professional experience;
- knowledge of English;
- good knowledge of standard software packages (MS Office);
- certificate of relevant education in administrative and secretarial jobs;
- professional administrative exam

Post category, salary grade and coefficient: Senior clerk, C4, 1.40

Number of positions: 1

DIVISION FOR HUMAN RESOURCES, LEGAL, FINANCIAL, IT AND REGISTRY AFFAIRS
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5. Post title: ASSISTANT DIRECTOR
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Job description:

- manages the Division, organises performance of all tasks within the purview of the Division and is responsible for human and material resource of the Division;
- responsible for the development and implementation of the financial management and control system, and risk assessment within the purview of the Division, in accordance with the law and regulations in this field;
- coordinating and advisory role in the implementation of financial management and control in the Directorate;
- coordinates regulatory impact assessment;
- coordinates the consultation process and is responsible for fulfilling the obligations of the Directorate in conducting legislative drafting consultations;
- informs the Director on the state of play and issues related to performance of duties within the purview of the Division and proposes measures to overcome these issues;
- decides on issues for which the Director issues a special decision on authorisation;
- develops cooperation and exchanges information within the purview of the Division with other organisational units and contributes to performance of the Directorate's tasks which require participation of other organisational units;
- manages the activities of an efficient and timely execution of financial, legal, IT and general affairs with a view to ensuring the smooth functioning of the Directorate;
- performs other tasks as assigned by the director.

Specific requirements:

- university degree, faculty of law or economics, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum five years of relevant professional experience;
- knowledge of English;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Number of positions: 1

Status: managerial civil servant

5.1.1. Post title: HEAD OF HUMAN RESOURCES AND LEGAL AFFAIRS SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- responsible for human, financial and material resources of the Section;
- coordinates the activities of the Section and is responsible for organisation and timely performance of tasks within the purview of the Section;
- regularly reports to the Assistant Director on the performance of tasks, proposes measures for improved workflow of the Section and carries out the tasks assigned by the Assistant Director;
- allocates tasks to civil servants in the Section and provides detailed instructions on how to perform such tasks;
- provides expert opinions and explanations concerning the application of the laws, regulations and internal acts;
- initiates, coordinates and harmonises legislative drafting process;
- acts as a deputy coordinator for legislative drafting consultations;

- participates in the implementation of grant agreements, in accordance with the internal Rulebook on the implementation of technical assistance grants;
- coordinates the activities in the process of appointment and entry of civil servants and non-civil servants;
- coordinates the activities in the performance appraisal of civil servants and non-civil servants, including an analysis of overall effectiveness of employees;
- coordinates the needs analysis related to professional training of staff of the Directorate, except for training in European integration;
- participates in consultations in legislative drafting within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- knowledge of English;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: head of the internal organisational unit

Number of positions: 1

5.1.2. Post title: ADVISOR FOR THE HUMAN RESOURCES DEVELOPMENT

Job description:

- prepares an annual plan of professional development and training of staff in the Directorate in cooperation with the European Integration Training Section and organises specific training in the Directorate;
- provides expert opinion on various types of training, based on the set criteria and analysis of the available data from personnel databases and submits a list of candidates to the Director and the Senior Management for decision-making;
- acts as a mediator, provides technical assistance and advises the Director in the resolution of any conflict or misunderstanding arising during the process of performance appraisal, in communication among the employees and similar situations;
- prepares proposals for internal acts of the Directorate in the field of human resources, proposes the adoption of new internal acts and provides technical contribution to their development;
- prepares proposals of the Human Resources Strategy and of the Training System Development Strategy of the Directorate;
- coordinates the activities and provides technical assistance in performance appraisal, and develops an analysis of the results of performance appraisal of civil servants and non-civil servants in the Directorate;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- knowledge of English;
- good knowledge of standard software packages (MS Office);
- professional administrative exam

Post category: adviser

Number of positions: 1

5.1.3. Post title: LEGAL AFFAIRS ADVISOR

Job description:

- prepares and drafts proposals for Directorate's bylaws and amendments thereto;
- in cooperation with the superior, prepares comments and suggestions on drafts of new laws and regulations and amendments to the existing ones;
- conducts the first-instance administrative procedure and administrative recourse and general acts development;
- prepares draft statements for the Office of the Attorney General of BiH for court cases and cases of administrative disputes;
- prepares draft statements for the Civil Service Appeals Board, based on the appeals of civil servants;
- prepares complex legal opinions related to the application of laws, regulations and bylaws;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

5.1.4. Post title: SENIOR LEGAL AFFAIRS SPECIALIST

Job description:

- participates in preparing drafts and proposals of Directorate's bylaws;
- initiates possible amendments to the Directorate's bylaws;
- conducts a shortened administrative procedure;
- prepares decisions on the labour law status of employees;
- drafts work contracts and other individual legal documents;
- prepares legal opinions and participates in the drafting of complex legal opinions on application of laws, regulations and bylaws;
- regularly consults the *Official Gazette of BiH* and informs the immediate supervisor about the new pieces of legislation published as well as amendments to the existing ones;
- prepares answers to parliamentary questions within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 1

5.1.5. Post title: PERSONNEL AFFAIRS SPECIALIST
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Job description:

- prepares standard decisions and other documents in relation to the rights, duties and responsibilities from the employment relationship or in connection with the employment relationship;
- performs tasks related to the regulation of the employment status of civil servants and non-civil service staff (procedure of registration, change and deregistration to the competent

tax administration and other institutions during the establishment and termination of employment);

- under the supervision of the superior, participates in the implementation of activities and procedures related to competitions, advertisements, internal transfers, and the like, in cooperation with the Civil Service Agency of BiH;
- prepares draft employment contracts;
- acts according to established internal procedures for new employees;
- regularly updates the register of employees and data in the employee database;
- keeps all other necessary records on employees;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: specialist

Number of positions: 1

5.2.1. Post title: HEAD OF SECTION FOR FINANCIAL AFFAIRS AND PUBLIC PROCUREMENT
--

Job description:

- ensures timely, lawful, proper and efficient performance of tasks within the purview of the Section;
- shall be responsible for the use of human, financial and material resources allocated to the Section;
- regularly reports to the Assistant Director on the execution of tasks within his/her competence and proposes measures to improve the work of the Section;
- coordinates and participates in the preparation of the Budget subject Paper of the Directorate, as well as annual, quarterly and monthly budget plans;
- coordinates and participates in the preparation of the final account of the Directorate, quarterly and monthly reports and the execution of the Directorate's budget;
- monitors the implementation of the Directorate's budget and, if necessary, proposes its restructuring;
- ensures systematic monitoring and recording of transactions and business changes in revenues, receipts, expenditures and other payments from the Directorate's budget;
- ensures systematic monitoring of the condition of the Directorate's assets;
- shall be responsible for keeping the general ledgers and auxiliary accounting records in order to record the budget transactions of the Directorate;
- approves the entry of all financial transactions in the ISFU system;
- ensures the participation of the Section in the implementation of grant agreements in accordance with the internal rulebook for the implementation of technical assistance grants;
- monitors the processing of payroll and payment of salaries and allowances for employees of the Directorate;
- takes account of the rational use of material and technical equipment of the Directorate;
- coordinates the drafting of the Public Procurement Plan of goods and services for the Directorate's use in accordance with the approved budget;
- monitors and controls the implementation of the approved Public Procurement Plan of the Directorate;

- assigns tasks to civil servants and non/civil service staff in the Section and gives more detailed instructions on how to perform these tasks;
- cooperates with other institutions dealing with financial and accounting affairs, for the purpose of exchanging information;
- participates in consultations for drafting legal acts from the scope of work of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of economics, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: head of the internal organisational unit

Number of positions: 1

5.2.2. Post title: BUDGET AND FINANCE ADVISOR
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Job description:

- prepares the Budget Framework Paper and enters it in the Information System for Budget Planning and Management;
- prepares annual budget plans based on the instructions of the BiH Ministry of Finance and Treasury and coordinates them with the Ministry,
- analyses and takes notes of the needs for budget resources of all organisational units and, in accordance with their plan of activities, autonomously develops a dynamic plan of expenditures for the current year;
- regularly analyses the state and availability of budget Directorate's funds, and prepares proposals for the restructuring the Directorate's budget accordingly, as well as the proposal of the dedicated structure of capital expenditures;
- autonomously develops a regular annual report on budget execution / final account of the Directorate, based on the instructions of the BiH Ministry of Finance and Treasury;
- continuously analyses the balance of fixed assets of the Directorate, updates all changes thereof through the module of fixed assets in the ISFU system, calculates assets depreciation and prepares a report on the balance for the director and gives proposals on whether new depreciation is needed;
- prepares proposals for new bylaws and for the harmonisation of existing bylaws within the purview of the Section, in order to improve the system of internal controls;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of economics, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 2

5.2.3. Post title: PUBLIC PROCUREMENT ADVISOR
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Job description:

- prepares the Procurement Plan of the Directorate, amendments to the Plan, in accordance with the approved budget funds, and monitors its implementation;

- prepares and implements public procurement procedures in accordance with the Law on Public Procurement of BiH and relevant regulations;
- prepares tender documentation in cooperation with a public procurement commission established for the tender concerned;
- prepares decisions, contracts and other supporting documentation within the public procurement procedure;
- prepares decisions on bidders' complaints;
- provides advisory support on public procurement to the management of the institution;
- provides support to divisions and projects in the Directorate on public procurement procedures conducted in accordance with the Law on Public Procurement of BiH;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law or economics, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience of which minimum two years on public procurement affairs;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

5.2.4. Post title: SENIOR BUDGET SPECIALIST
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Job description:

- participates in the development of the Budget Framework Paper;
- participates in the development of annual budget plans based on the instructions of the MoFT;
- participates in the development of operational expenditure plans;
- participates in the preparation of the final account of the annual report on the implementation of the Directorate's budget;
- prepares quarterly and monthly reports of Directorate's budget expenditures;
- reports to the immediate supervisor on the status of available budget funds;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of economics, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 1

5.2.5. Post title: FINANCE SPECIALIST
--

Job description:

- prepares and controls the documents for the execution of obligations under all types of contracts with natural persons from the budget of the Directorate and enters them into the ISFU system;
- processes, prepares and controls the documentation for the fulfilment of obligations towards suppliers from the budget of the Directorate and enters them into the ISFU system;
- controls the monthly consumption by certain items for all organisational units, communicates with suppliers and informs the supervisor about the state of consumption;

- receives and enters the invoices in the sub-ledger for the Directorate's budget;
- enters all current financial liabilities based on previously prepared and processed documentation through the ISFU system;
- monitors legislation in the field of accounting and finance and takes account of their application;
- proposes measures for the improvement of the internal control system;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of economics, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: specialist

Number of positions: 1

5.2.6. Post title: SENIOR PUBLIC PROCUREMENT ADMINISTRATIVE CLERK
--

Job description:

- performs all administrative tasks related to public procurement;
- conducts market research for the purpose of public procurement;
- participates in the preparation of tender documentation in cooperation with public procurement advisor;
- provides administrative and technical support to the public procurement commissions;
- prepares and publishes notices and reports on conducted public procurement procedures, publishes tender documentation, provides clarifications and conducts other actions in accordance with the instructions of the Public Procurement Agency of BiH;
- prepares data for drafting of contracts and other supporting documentation under the public procurement procedure;
- prepares letters and required documentation for the Procurement Review Body of BiH and the Office of the Attorney General of BiH;
- communicates with the Public Procurement Agency of BiH, the Office of the Attorney General of BiH, bidders and other competent institutions
- performs other tasks as assigned by the supervisor.

Specific requirements:

- two-year post-secondary education in economics;
- minimum one year of work experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category, salary grade and coefficient: senior clerk, C6, 1,70

Number of positions: 1

5.2.7. Post title: SENIOR PAYROLL ACCOUNTING ADMINISTRATIVE CLERK - CASHIER
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Job description:

- keeps all cashier's changes through general book;
- controls and enters all bookkeeping documents into ISFU,
- keeps travel orders' records;
- controls, processes, calculates and pays all travel orders and other cash payments from the budget;
- performs preparation and processing of payroll and allowances of employees;

- prepares monthly, quarterly and annual statistical reports;
- monitors and prepares reports on the use of official cars, mobile and landline telephones in the Directorate;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- secondary economic school;
- minimum one year of work experience;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category, salary grade and coefficient: clerk specialist, C5, 1,60

Number of positions: 1

5.3.1. Post title: HEAD OF SECTION FOR IT AFFAIRS
--

Job description:

- ensures timely, lawful, proper and efficient performance of tasks within the purview of the Section;
- shall be responsible for the use of human, financial and material resources allocated to the Section;
- regularly reports to the Assistant Director on the execution of tasks within his/her competence and proposes measures to improve the work of the Section;
- assigns tasks to civil servants and non-civil service staff in the Section and gives more detailed instructions;
- monitors and analyses the needs of the Directorate regarding the use of information technologies;
- participates in the development and maintenance of the information system;
- cooperates with the staff of the e-government system of the Council of Ministers of BiH on issues of importance for the Directorate;
- participates in the training needs analysis in the field of information technologies and proposes specific forms of training;
- participates in consultations for drafting legal acts from the scope of work of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of engineering – computer science, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

5.3.2. Post title: SOFTWARE ENGINEERING AND DESIGN ADVISOR

Job description:

- autonomously prepares the most complex analyses, development projects, information, reports and other most complex documents and monitors their implementation;
- analyses application programming software, proposes advanced software and cooperates in the development of system solutions;
- designs and creates databases of the institution, develops, maintains and updates existing programs and applications, tests the functioning, prepares supporting documentation and organises users training;
- determines the responsibility of each user in terms of the right to access IS data and makes changes to the operating parameters of each user;

- develops information systems security policies and procedures based on best practices and EU standards, provides the necessary instructions for the implementation of adopted procedures;
- professionally and operationally improves cooperation with other institutions and users in order to improve software tools supporting European integration processes;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of engineering – computer science, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

5.3.3. Post title: SENIOR IS AND DATABASES SPECIALIST
--

Job description:

- designs and maintains databases and IS;
- analyses and keeps records on users' requirements for the purpose of improving business processes and developing the Directorate's IS;
- prepares software solutions and appropriate program documentation;
- solves possible programming problems, backs up databases and provides technical support;
- ensures the integrity and confidentiality of electronic data of the Directorate;
- provides technical support for smooth operation in desktop and network environment;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of engineering – computer science, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 1

5.3.4. Post title: INFORMATION SYSTEM AND COMPUTER NETWORK ADMINISTRATION SPECIALIST

Job description:

- creates, maintains and manages databases in accordance with project instructions;
- sets up computer network and telecommunication lines;
- administers, improves and develops computer network and network services;
- organises and installs new versions of software and hardware;
- provides technical support for smooth operation in desktop and network environment;
- works on improving computer support to divisions and units, where appropriate;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of engineering – computer science, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);

- professional administrative exam.

Post category: specialist

Number of positions: 1

<p>5.3.5. Post title: SENIOR INFORMATION SYSTEM MAINTENANCE ADMINISTRATIVE CLERK</p>

Job description:

- maintains the computer system and computer network and all elements of the local IT infrastructure;
- administers and ensures the smooth operation of the computer network and network services;
- maintains complex devices;
- provides technical support to users of information resources;
- prepares, controls and distributes the documentation necessary for the smooth operation of the information system;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- two-year post-secondary education;
- minimum one year of work experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category, salary grade and coefficient: senior clerk, C6, 1,70

Number of positions: 1

<p>5.4.1. Post title: HEAD OF SECTION FOR REGISTRY, LIBRARY AND GENERAL AFFAIRS</p>
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Job description:

- ensures timely, lawful, proper and efficient performance of tasks within the purview of the Section;
- shall be responsible for the use of human, financial and material resources allocated to the Section;
- regularly reports to the Assistant Director on the execution of tasks within his/her competence and proposes measures to improve the work of the Section;
- ensures the proper use and storage of the seals and stamps of the Directorate;
- coordinates, manages and supervises all tasks of the Registry, which include the tasks of receiving, recording and distributing assigned mail, through e-Registry and is responsible for their timely and efficient performance;
- coordinates, manages and supervises drivers - couriers in performing internal and external distribution of mail and documents;
- coordinates and supervises archiving in accordance with relevant legislation;
- initiates and coordinates the updating of the List of categories of registry files with retention periods of the Directorate;
- prepares an annual report with a proposal for the destruction of worthless registry files of the Directorate, in accordance with the applicable legislation;
- performs all library tasks necessary for efficient work of the Directorate's Library;
- performs all professional activities in indexation of professional publications of the Directorate in reference bibliographic databases;
- cooperates with the National and University Library of BiH;
- coordinates activities with the Service for Joint Affairs of BiH Institutions related to the maintenance of working premises, garage and parking spaces;

- coordinates the work of drivers - couriers and determines their monthly, weekly and daily timetables of transportation by official cars;
- shall be responsible for regular servicing and maintenance of official cars;
- participates in consultations for drafting legal acts from the scope of work of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education
- minimum four years of relevant professional experience;
- knowledge of English;
- knowledge of the standard software packages (MS Office);
- certified archivist exam;
- professional exam in librarianship with the least title of professional librarian;
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

5.4.2. Post title: SENIOR REGISTRY AFFAIRS ADMINISTRATIVE CLERK
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Job description:

- shall be responsible for the storage and use of seal and stamps of the Directorate in accordance with the Directorate's bylaws;
- performs the following tasks: receiving, recording (administrative and technical processing of acts - scanning of delivered acts and documents) and distribution of assigned mail, puts the classification code, distributes and classifies acts and documents, combines them into files in accordance with relevant legislation through electronic Registry;
- shall be responsible for up-to-date keeping of all main and specific records prescribed by relevant laws, regulations and bylaws;
- shall be in charge of receiving and sending mail by fax and keeps the records thereof;
- timely delivers mail and documents to drivers-couriers for the purpose of internal and external distribution;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- secondary school education;
- minimum one year of work experience;
- professional administrative exam
- knowledge of the standard software packages (MS Office);
- knowledge of English is desirable.

Post category, salary grade and coefficient: senior clerk, C4, 1,40

Number of positions: 1

5.4.3. Post title: ARCHIVE ADMINISTRATIVE CLERK
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Job description:

- performs tasks related to archiving in accordance with the office management and archive bylaws related to electronic Registry;
- performs all tasks related to archiving, handling and record-keeping of documents in the archive in accordance with relevant legislation;
- regularly prepares registry files with expired retention periods in accordance with the List of categories of registry files with retention periods in the Directorate for the purpose of proposals for selection and separation of worthless registry files;
- regularly cooperates with employees so that the process of archiving is continuous activity;
- shall be responsible for the timely record keeping of archival material which is entered into the relevant applications;

- performs other tasks as assigned by the supervisor.

Specific requirements:

- secondary school education;
- minimum one year of work experience in the same or similar work;
- professional administrative exam;
- certified archivist exam;
- knowledge of the standard software packages (MS Office);
- knowledge of English is desirable.

Post category, salary grade and coefficient: senior clerk, C4, 1,40

Number of positions: 1

5.4.4. Post title: DRIVER - COURIER
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Job description:

- drives official car based on a travel order and daily, weekly and monthly operational plan within the country and outside the country, and keeps records thereof;
- provides transportation to the employees of the Directorate by official car;
- shall be responsible for the maintenance of the official car in accordance with established procedures (summer and winter tires, registration, car cleanliness, etc.);
- takes account of roadworthiness and proper maintenance of the official car;
- takes account of the rational use of fuels and lubricants;
- reports to the immediate supervisor on the condition of the official car;
- shall be responsible for the timely external and internal distribution of mail, which includes the necessary communication with employees of other institutions;
- shall be responsible for the timely collection of mail on behalf of the Directorate and/or its employees;
- prepares the mail of the Directorate for shipment and delivery and conducts enveloping, addressing, and the like;
- distributes promotional and own editions of the Directorate to other institutions (by official car or directly);
- shall be responsible for keeping books on sending mail by courier and by postal service;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- secondary school education;
- minimum one year of work experience;
- driving licence of category B;
- professional administrative exam.

Post category, salary grade and coefficient: senior clerk, C4, 1,40

Number of positions: 2

5.5. Post title: ADMINISTRATIVE ASSISTANT
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Job description:

- performs secretarial and administrative-technical tasks for the Division;
- performs archiving of the Division's documents;
- performs copying and faxing for the Division;
- organizes and keeps the necessary internal records and correspondence;
- handles all supply office affairs for the employees in the Directorate;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- secondary school education;
- minimum one year of work experience in the same or similar work;
- knowledge of English;
- knowledge of the standard software packages (MS Office);

- professional administrative exam.

Post category, salary grade and coefficient: senior clerk, C4, 1.40

Number of positions: 1

DIVISION FOR TRANSLATION IN THE FIELD OF EUROPEAN INTEGRATION

6. Post title: ASSISTANT DIRECTOR

Job description:

- manages the work of the Division, organises implementation of all activities within the purview of the Division, and is responsible for the use of human and material resources allocated to the Division;
- shall be responsible for the development and implementation of the FMC system, including risk identification and risk management within the purview of the Division and in line with the laws and regulation in the field;
- informs the Director on the situation and issues related to the performance of tasks within the purview of the Division, and proposes measures to overcome them;
- decides on issues under his/her competence based on a special decision of the director;
- develops cooperation and exchanges data, within the purview of the Division, with other organisational units, and contributes to the performing of the DEI tasks involving several organisational units;
- ensures functional cooperation and operational contacts on EU integration issues, within the purview of the Division, with ministries, administrative organisations, governments of the entities and the BDBiH, competent parliamentary and other bodies, including the EU institutions;
- manages and coordinates activities related to the translation of all documents within the purview of the Division;
- manages and coordinates the processes of developing and harmonising terminology;
- manages and coordinates the development of translation manuals, methodological and other guidelines in cooperation with field experts;
- performs other tasks as assigned by the director.

Specific requirements:

- university degree, faculty of social sciences or humanities – language department, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education
- minimum five years of relevant professional experience;
- a sound knowledge of English (spoken and written);
- knowledge of either French or German is desirable;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Number of positions: 1

Status: managerial civil servant

6.1.1. Post title: HEAD OF METHODOLOGY AND TERMINOLOGY SECTION

Job description:

- ensures timely, lawful, proper and efficient performance of tasks within the purview of the Section;
- shall be responsible for the use of human, financial and material resources allocated to the Section;
- regularly reports to the Assistant Director on the execution of tasks within his/her competence and proposes measures to improve the work of the Section;
- manages the process of drafting methodological manuals and guidelines for translation;
- organises the terminology harmonisation process;

- manages the process of developing subject-field glossaries;
- manages the process of developing and updating the terminology base;
- keeps abreast of relevant experiences and best practices of successful countries in the field of translation;
- cooperates with relevant institutions in BiH and the EU;
- cooperates with the academic community for the purpose of translation capacities building in BiH;
- participates in consultations for drafting legislation in the areas within the purview of the Section;
- perform other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences or humanities – language department, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- a sound knowledge of English (spoken and written);
- knowledge of either French or German;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

6.1.2. Post title: LAWYER-LINGUIST - ADVISOR

Job description:

- checks the accuracy of the complex translations from a legal point of view, so that the translation accurately reflects the content, meaning and original intent and that produces legal effects;
- prepares legal parts of manuals and guidelines for translation, as well as individual glossaries of legal terms from different areas of law, in close cooperation with terminologist;
- researches and determines translation equivalents and develops definitions of new legal terms arising for the translation of the *acquis* in BiH and aligns them with relevant institutions in BiH and with the academic community in BiH;
- researches and proposes possibilities for additional education of legal revisers and translators;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of law, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English (spoken and written);
- knowledge of either French or German is desirable;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

6.1.3. Post title: METHODOLOGY AND RESEARCH ADVISOR
--

Job description:

- prepares and coordinates the development of translation and terminological manuals, guidelines and instructions for the work of translators, revisers, terminologists and external associates;

- prepares information and strategic documents related to legal translation;
- prepares proposals and cooperation plans relevant to the process of translation, revision and harmonisation of terminology based on the analysis of requests for translations, develops analysis of translation capacities in the BiH institutions and analysis of the translation market;
- develops analysis, reports and information on the situation in the field of translation of legal acts and other documents in the European integration process;
- analyses the needs for education, training and professional development of translators and revisers, develops training plans and programs in cooperation with institutions in BiH and the EU and relevant higher education institutions in BiH;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences or humanities – language department, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English (spoken and written);
- knowledge of either French or German is desirable;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

6.1.4. Post title: TERMINOLOGIST - SENIOR SPECIALIST

Job description:

- proposes, harmonises and defines filed terminology in cooperation with field experts in the translation process;
- prepares the subject-field glossaries;
- develops, updates and improves the terminology base;
- if necessary, translates documents from one of the official languages of the EU into the languages in official use in BiH and vice versa;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences or humanities – language department, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience of which one year in translation and terminology development in the field of European integration;
- a sound knowledge of English (spoken and written);
- a sound knowledge of either French or German;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 1

6.2.1. Post title: HEAD OF TRANSLATION AND REVISION SECTION
--

Job description:

- ensures timely, lawful, proper and efficient performance of tasks within the purview of the Section;
- shall be responsible for the use of human, financial and material resources allocated to the Section;

- regularly reports to the Assistant Director on the execution of tasks within his/her competence and proposes measures to improve the work of the Section;
- organises translation, revision and proofreading;
- coordinates all activities in the translation process with all relevant institutions in BiH;
- cooperates with relevant actors in government institutions throughout BiH in the areas within the purview of the Section;
- manages the process of developing and updating the translation register and other relevant translation databases;
- shall be responsible for the functioning and updating of the translation memory within the translation software;
- keeps abreast of relevant experiences and best practices of successful countries in the field of translation;
- cooperates with the academic community in BiH and relevant institutions in the EU;
- participates in consultations for drafting legislation in the areas within the purview of the Section;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of philosophy – English language department, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education
- minimum four years of relevant professional experience of which two years in translation and revision;
- a sound knowledge of English (spoken and written);
- knowledge of either French or German;
- knowledge of the standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

6.2.2. Post title: TRANSLATION AND REVISION ADVISOR
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Job description:

- develops a plan and implements activities in the process of translation and editing in the institutions throughout BiH,
- provides proposals for improvements of the translation and editing process based on the relevant experiences of successful countries in the translation domain;
- translates complex legal and other documents from English into the official languages in BiH and vice versa;
- performs revision of translated documents in line with methodological and terminological guidelines;
- analyses translations and in close cooperation with terminologists determines the need for research of the new terminology, participates in the development of terminological glossaries and manuals;
- initiates and gives proposals for improving the translation memory and register;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of philosophy or philology, English language department, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience, of which two years in the field of translation and editing;
- sound knowledge of English (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor
Number of positions: 3

6.2.3. Post title: TRANSLATION AND REVISION SENIOR SPECIALIST

Job description:

- translates complex legal and other documents from English into the official languages in BiH and vice versa;
- revises translation of complex legal documents to determine whether it has been done in line with the standards, and whether the target text reflects the content, meaning and intention of the source text;
- provides proposals in activities' planning to improve the quality of the translation memory and register, and implements these activities;
- analyses field terminology and participates in the development of terminology glossaries in close cooperation with a terminologist and a lawyer/linguist;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of philosophy or philology, English language department, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience, of which one year in the field of translation and revision;
- sound knowledge of English (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 2

6.2.4. Post title: TRANSLATION SPECIALIST

Job description:

- translates documents from English into official languages in BiH and vice versa;
- participates in the development of field terminology;
- participates in the preparing of documents for translation and entry in the translation register;
- keeps abreast of relevant experiences and best practices of successful countries;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of philosophy or philology, English language department, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- sound knowledge of English (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Specialist

Number of positions: 1

6.3. Post title: SENIOR CLERK FOR DOCUMENTARY AND TRANSLATION DATABASES

Job description:

- participates in identifying and sorting of documents for translation;

- performs formatting of documents to prepare them for the translation; ensures technical quality of the translated documents;
- in charge of the translation management system and databases;
- manages and archives source and target documents in the internal databases of the Division;
- keeps relevant records and statistics from the Division's scope of work;
- performs secretarial and administrative-technical tasks;
- establishes and keeps relevant records and correspondence;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- secondary school qualification;
- minimum one year of working experience;
- sound knowledge of one of the EU official languages (English, French or German);
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category, salary grade and coefficient: Senior clerk C4, 1,40

Number of positions: 1

<p>DIVISION FOR COMMUNICATION AND TRAINING IN THE FIELD OF EUROPEAN INTEGRATION</p>
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<p>7. Post title: ASSISTANT DIRECTOR</p>

Job description:

- manages the work of the Division, organises implementation of all activities within the purview of the Division, and is responsible for the use of human and material resources allocated to the Division;
- responsible for the development and implementation of the FMC system, including risk identification and risk management within the purview of the Division and in line with the laws and regulation in the field;
- informs the Director on the situation and issues related to the performance of tasks within the purview of the Division, and proposes measures to overcome them;
- decides on issues under his/her competence based on a special decision of the director;
- develops cooperation and exchanges data, within the purview of the Division, with other organisational units, and contributes to the performing of the DEI tasks involving several organisational units;
- ensures functional cooperation and operational contacts on EU integration issues, within the purview of the Division, with ministries, administrative organisations, governments of the entities and the BDBiH, competent parliamentary and other bodies, including the EU institutions;
- decides on the communication and training processes in the field of EU integration
- initiates and participates in the development of strategic and operational documents and action plans in the field of communication and training on EU matters, and makes proposals to improve their implementation;
- approves strategic and operational documents and action plans on EU integration communication and training activities, including the financial aspect of their implementation;
- approves the content, within the purview of the Division, to be published on the DEI website and social media;
- acts as an editor of certain DEI publications;
- performs other tasks as assigned by the director.

Specific requirements:

- university degree in social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum five years of relevant professional experience;
- knowledge of English language (spoken and written);
- knowledge of another foreign language (French or German) is desirable;
- knowledge of the standard software package (MS Office);
- professional administrative exam

Number of positions: 1

Status: Managerial civil servant

7.1.1. Post title: HEAD OF THE EU COMMUNICATION SECTION
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Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- responsible for the use of human, financial and material resources of the Section;
- regularly reports to the Assistant Director on the implementation of tasks under its competence and proposes measures to improve the work of the Section;
- provides proposals on the communication activities in line with the needs and dynamics of the BiH accession to the EU;
- initiates and participates in the development of strategic and operational documents and action plans in the field of communication, monitors and reports on their implementation;
- regularly reports on the results of the communication in the process of EU integration of BiH;
- initiates public opinion polls on the EU integration process, proposes ways of informing the public on the results, analyses the results and proposes further actions;
- oversees the administration of the DEI's website and social network accounts, and provides proposals to improve the relevant content;
- coordinates development of publications and other promotional materials, the holding of promotional events and the implementation of communication activities related to the EU integration process;
- manages and coordinates the implementation of activities with various target groups, such as decision makers and implementers, educational institutions and civil society organisations, business and academic community and general public, including strategic cooperation with the media in consultation with the DEI's spokesperson;
- participates in consultations for drafting of regulations from the Section's scope of work;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree in social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- sound knowledge of English (both spoken and written);
- knowledge of another foreign language (French or German) is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Head of internal organisational unit

Number of positions: 1

7.1.2. Post title: COMMUNICATIONS ADVISOR
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Job description:

- designs, proposes and implements communication activities, including the development of publications and other promotional materials, and the holding of events aimed at promoting the EU integration process in BiH;

- develops strategic and planning documents and draft projects designs plans in the field of communication, in line with the needs and dynamics of the BiH accession to the EU;
- regularly drafts reports on the results of the communication on the EU integration process of BiH, and provides proposal to improve the content and implementation of the communication activities;
- provides clarifications and opinions on the implementation of communication activities undertaken with the aim of promoting the EU integration process of BiH;
- qualitatively and quantitatively analyses the results of public opinion polls and proposes priorities in the communicating of the results according to defined target groups through selected communication channels;
- creates the content and form of information to be published on the DEI's website and social network accounts, in line with the established priorities in communication;
- designs and prepares information for image and text processing software;
- designs and proposes activities with various target groups, such as decision makers and implementers, educational institutions and civil society organisations, business and academic community and general public, including the strategic cooperation with the media in consultation with the DEI's spokesperson;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree in social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English (both spoken and written);
- knowledge of another foreign language (French or German) is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: Advisor

Number of positions: 1

7.1.3 Post title: PROMOTION ADVISOR/IPA INFORMATION OFFICER
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Job description:

- Designs, proposes and implements communication activities, including the development of publications and other promotional materials, and the holding of events aimed at promoting the visibility and transparency of the EU financial assistance instrument for BiH (IPA);
- Develops plans for communication activities to promote the IPA for BiH, monitors their implementation, proposes measures for their improvement and reports thereof;
- Provides clarifications and opinions on the implementation of activities undertaken for the purpose of promoting the IPA for BiH;
- Develops strategic and planning documents and draft projects designs plans for promotion of the IPA for BiH;
- Monitors news and makes preparations for presentations and public appearances of the DEI's officials on IPA for BiH;
- Creates content and concepts of information to be published at DEI website and social network accounts, in accordance with the established priorities in the communication on the IPA for BiH;
- Designs and proposes activities with various target groups, such as decision makers and implementers, educational institutions and civil society organisations, business and academic community and general public, including the strategic cooperation with the media in consultation with the DEI's spokesperson, aimed at raising the visibility and transparency of the IPA for BiH;

- Monitors and participates in the projects' activities by providing advises on the implementation of communication activities for the promotion of the IPA for BiH;
- Performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: adviser

Number of positions: 1

7.1.4. Post title: SENIOR COMMUNICATION SPECIALIST

Job description:

- Participates in the implementation of strategic documents and the accompanying operational plans and programmes in the field of communication, and in line with the needs and dynamics of the BiH accession to the EU
- analyses and proposes measures for the improvement of publishing activities, promotional events programmes, including other activities undertaken with the aim of promoting the EU integration process of BiH;
- Prepares public opinion polls on the EU integration process, drafts reports and proposes ways and channels of communicating the results to the defined target groups;
- Analyses and proposes measures for the improvement of the DEI website and social network accounts, including the improvement of the content and form of information to be published;
- continuously communicates with various target groups in order to better promote the EU integration process of BiH and the DEI's activities;
- Proposes and participates in the activities of projects and programmes on the promotion of the EU integration process with the purpose of exchanging key information and initiating various forms of communication with the public;
- Performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 1

7.1.5. Post title: COMMUNICATION SPECIALIST
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Job description:

- Participates in the implementation of strategic documents and the accompanying operational plans and programmes in the field of communication, and in line with the needs and dynamics of the BiH accession to the EU;
- Participates in the activities of projects and programmes on the promotion of the EU integration process with the purpose of exchanging key information and initiating various forms of communication with the public;

- Administers the content of DEI website and social network accounts in terms of collecting, checking, processing, publishing and archiving of the information;
- Communicates with visitors of the DEI website and social network accounts on a daily basis;
- Monitors, selects, classifies and stores information on the DEI and the EU integration process of BiH that were published on the DEI's website and social network accounts;
- Provides support to web contributors and proposes new content based on the needs identified in daily communication with the DEI website and profile visitors;
- Participates in the organisation of communication activities and promotional events;
- Performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- a sound knowledge of English;
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: specialist

Number of positions: 1

7.2.1. Post title: HEAD OF SECTION FOR TRAININGS IN THE FIELD OF EUROPEAN INTEGRATION

Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- responsible for the use of human, financial and material resources of the Section;
- regularly reports to the Assistant Director on the implementation of tasks under its purview and proposes measures to improve the work of the Section;
- proposes directions for the development of different forms of professional development in the field of European integration in accordance with the needs and dynamics of the process of accession of BiH to the EU;
- prepares and proposes annual training plans in the field of European integration adopted by the Directorate, and supervises and directs their implementation;
- supervises and directs the implementation of professional training programs and underlying training projects,
- monitors the quality of training in the field of European integration and proposes measures for its improvement;
- initiates and participates in the development of strategic documents in the field of professional development for European integration, including annual training plans and other forms of training, and monitors and reports on their implementation;
- initiates and prepares a public call for lecturers, and supervises its implementation;
- reports on the results of trainings and other types of professional developments in the field of European integration and makes proposals for their improvement;
- cooperates with the competent government institutions in BiH and other organisations in order to provide, develop and implement appropriate forms of training in the field of European integration;
- participates in consultations for drafting legislation from the scope of work of the Section;
- performs other tasks as assigned by the superior.

Specific requirements:

- University degree, faculty of social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;

- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

7.2.2. Post title: ADVISOR FOR TRAINING NEEDS ANALYSIS AND THE TRAINING PLAN IN THE FIELD OF EUROPEAN INTEGRATION
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Job description:

- designs and develops the content of the instrument entitled *Training needs analysis in the field of European integration*, including a proposal for the methodology of its implementation, and conducts the analysis;
- analyses the results of the Analysis qualitatively and quantitatively and proposes measures for improvement of the process of training in the field of European integration;
- monitors the implementation of the Training Plan in the field of European integration enacted by the Directorate, and gives proposals for improvement of its content and the method of implementation;
- drafts the plan of professional development and training of the employees in the Directorate, in cooperation with the advisor for human resources development, in the part from the field of European integration, and gives proposals for improvement of its content;
- monitors the trainings in the field of European integration, analyses the needs for the teaching staff in the priority fields of engagement and proposes measures for improvement of cooperation with the Directorate;
- proposes contents of new training in the field of European integration, including a minimum duration of the training in academic classes, description and objectives of the training, target group, outcomes of learning and methods of training implementation;
- analyses the data on the trainings implementation quantitatively and qualitatively and reports thereof;
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

7.2.3. Post title: ADVISOR FOR DEVELOPMENT AND PROJECT FICHES DEVELOPMENT AND E-LEARNING

Job description:

- drafts terms of reference based on previously formulated project ideas and monitors development of the project idea from inception to the start of implementation;
- proposes and suggests new projects and improvement of implementation of the existing projects;
- drafts and updates the content of the e-learning module, proposes improvements of its form and introduction of new functionalities;
- proposes development of new e-learning modules;

- cooperates with external partners working on module development and maintenance, aimed at advising on the necessary e-learning module requirements and performances;
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

7.2.4. Post title: SENIOR SPECIALIST FOR DEVELOPMENT AND MONITORING OF BILATERAL AND MULTILATERAL TRAINING PROGRAMMES

Job description:

- Proposes priority trainings that need to be implemented through bilateral and/or multilateral cooperation;
- communicates with partners and proposes establishment of new contacts in the domain of training implementation;
- in cooperation with the partners, proposes the contents of individual trainings implemented through bilateral and/or multilateral programmes and monitors achievement of results;
- monitors implementation of training in the field of European integration initiated outside of the Directorate, and gives opinions on the contents of those trainings as needed;
- communicates with all potentially interested institutions and individuals, aimed at providing transparent and timely information on the trainings implemented within bilateral and/or multilateral programmes;
- participates in activities of projects and programmes implemented with the objective of implementation of priority trainings;
- participates in drafting of the Plan of professional development and training of the employees in the Directorate, in cooperation with the advisor for human resources development, in the part from the field of European integration, and gives proposals for improvement of its content;
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum of two years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 1

7.2.5. Post title: SPECIALIST FOR TRAINING IMPLEMENTATION MONITORING IN THE FIELD OF EUROPEAN INTEGRATION

Job description:

- provides conditions for trainings in the field of European integration and monitors their implementation, including timely gathering of training attendance records;
- communicates with lecturers in the field of European integration and keeps records

- communicates with training participants in order to ensure their participation and ensures the distribution of the training materials;
- under the supervision of the head of the Section and as needed, produces certificates for training participants;
- gathers and processes results of the monitoring and evaluation of the trainings and submits summary results for each individual training;
- proposes improvement of organisation and more efficient implementation of training activities;
- ensures a smooth implementation of all planned training activities in all segments of implementation;
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum one year of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: specialist

Number of positions: 1

7.3. Post title: SENIOR CLERK FOR COMMUNICATION ACTIVITIES AND TRAINING RECORDS

Job description:

- keeps records of training implemented in the field of European integration;
- keeps records of training participants, processes them and distributes certificates;
- keeps records of participants in promotional events;
- receives and issues promotional material and keeps records thereof;
- sends invitations for training and receives applications from participants;
- assigns usernames and passwords for access to e-learning and keeps records thereof;
- communicates externally in writing and orally with participants in promotional events and with training participants;
- performs secretarial, administrative and technical tasks;
- performs other tasks as assigned by supervisor.

Specific requirements:

- secondary school education;
- minimum one year of relevant professional experience;
- good knowledge of standard software packages (MS Office);
- sound knowledge of English language (both spoken and written);
- professional administrative exam.

Post category, salary grade and coefficient: senior clerk, C4, 1.40

Number of positions: 1

DIVISION FOR TERRITORIAL COOPERATION PROGRAMMES

8. Post title: ASSISTANT DIRECTOR

Job description:

- manages the work of the Division, organises implementation of all activities within the purview of the Division, and is responsible for the use of human and material resources allocated to the Division;

- responsible for the development and implementation of the FMC system, including risk identification and risk management within the purview of the Division and in line with the laws and regulation in the field;
- informs the Director on the situation and issues related to the performance of tasks within the purview of the Division, and proposes measures to overcome them;
- decides on issues under his/her competence based on a special decision of the director;
- develops cooperation and exchanges data, within the purview of the Division, with other organisational units, and contributes to the performing of the DEI tasks involving several organisational units;
- ensures functional cooperation and operational contacts on EU integration issues, within the purview of the Division, with ministries, administrative organisations, governments of the entities and the BDBiH, competent parliamentary and other bodies, including the EU institutions;
- ensures functional cooperation and operational contacts on EU integration issues, within the purview of the Division, with partners from countries participating in territorial cooperation programmes;
- manages efficient and timely performance of tasks related to the participation of Bosnia and Herzegovina in EU cross-border and transnational cooperation programmes;
- ensures the implementation of grants agreements in accordance with the internal Rulebook on the implementation of technical assistance grants;
- performs other tasks as assigned by the Director.

Specific requirements:

- University degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum five years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Number of positions: 1

Status: senior civil servant

8.1.1. Post title: HEAD OF DEPARTMENT FOR CROSS-BORDER COOPERATION PROGRAMMES

Job description:

- ensures timely, legal, proper and efficient performance of tasks within the purview of the Department;
- responsible for use of human, financial and material resources allocated to the Department;
- regularly reports to the Assistant Director on the implementation of tasks within his/her competence and proposes measures to improve the work of the Department;
- ensures regular reporting and supervises all reports related to the implementation of the cross-border cooperation programmes;
- coordinates work with the representatives of the Delegation of the EU related to the cross-border cooperation programmes;
- coordinates the preparation of programmes and joint programme documents within the purview of the Department;
- ensures the oversight of the work of joint programme bodies within the purview of the Department and participates in their work;
- ensures monitoring and reporting on the execution and management of the funds within the programme and within the purview of the Department;
- ensures the implementation of grant agreements in accordance with the internal Rulebook for the implementation of technical assistance grants, coordinates and participates in trainings of potential applicants and beneficiaries of the programme funds;

- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

<p>8.1.2. Post title: ADVISOR FOR CROSS-BORDER COOPERATION PROGRAMME CROATIA – BOSNIA AND HERZEGOVINA - MONTENEGRO</p>

Job description:

- in the capacity of the coordinator of the Cross-border Cooperation Programme Croatia – Bosnia and Herzegovina, prepares programme documents in cooperation with competent institutions of partner countries and gives expert opinion on all relevant issues in the process of programming and implementation of the Programme;
- prepares and presents the position of Bosnia and Herzegovina on all relevant issues in the work of joint bodies of the Programme;
- monitors, autonomously analyses and reports on the implementation of planned activities within the Programme;
- professionally and operationally manages the process of preparation and implementation of programme funds for technical assistance according to programme / EU procedures, including planning and management of public procurement procedures as well as competition procedures for hiring external experts with technical assistance programme funds, participates in preparing / updating the forms for identification, application and monitoring of projects / programmes (IP forms) to be entered into the PIMIS system;
- oversees the preparation of reports and documents for meetings of joint managing bodies of the Programme, prepared by the Joint Secretariat;
- plans and organises trainings for potential applicants and beneficiaries of the Programme funds with the support of the Joint Secretariat;
- supervises the work of the Joint Secretariat and the antenna offices on the territory of Bosnia and Herzegovina;
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

<p>8.1.3. Post title: ADVISOR FOR CROSS-BORDER COOPERATION PROGRAMME BOSNIA AND HERZEGOVINA - MONTENEGRO</p>

Job description:

- in the capacity of the coordinator of the Cross-border Cooperation Programme Montenegro – Bosnia and Herzegovina, prepares programme documents in cooperation with competent

institutions of partner countries and gives expert opinion on all relevant issues in the process of programming and implementation of the Programme;

- prepares and presents the position of Bosnia and Herzegovina on all relevant issues in the work of joint bodies of the Programme;
- monitors, autonomously analyses and reports on the implementation of planned activities within the Programme;
- professionally and operationally manages the process of preparation and implementation of programme funds for technical assistance according to programme / EU procedures, including planning and management of public procurement procedures as well as competition procedures for hiring external experts with technical assistance programme funds, participates in preparing / updating the forms for identification, application and monitoring of projects / programmes (IP forms) to be entered into the PIMIS system;
- oversees the preparation of reports and materials for meetings of joint managing bodies of the Programme, prepared by the Joint Technical Secretariat;
- plans and organises trainings for potential applicants and beneficiaries of the Programme funds with the support of the Joint Technical Secretariat;
- supervises the work of the Joint Technical Secretariat on the territory of Bosnia and Herzegovina;
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

8.1.4. Post title: ADVISOR FOR CROSS-BORDER COOPERATION PROGRAMME SERBIA – BOSNIA AND HERZEGOVINA
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Job description:

- in the capacity of the coordinator of the Cross-border Cooperation Programme Serbia – Bosnia and Herzegovina, prepares programme documents in cooperation with competent institutions of partner countries and gives expert opinion on all relevant issues in the process of programming and implementation of the Programme;
- prepares and presents the position of Bosnia and Herzegovina on all relevant issues in the work of joint bodies of the Programme;
- monitors, autonomously analyses and reports on the implementation of planned activities within the Programme;
- professionally and operationally manages the process of preparation and implementation of programme funds for technical assistance according to programme / EU procedures, including planning and management of public procurement procedures as well as competition procedures for hiring external experts with technical assistance programme funds, participates in preparing / updating the forms for identification, application and monitoring of projects / programmes (IP forms) to be entered into the PIMIS system;
- oversees the preparation of reports and materials for meetings of joint managing bodies of the Programme, prepared by the Joint Technical Secretariat;
- plans and organises trainings for potential applicants and beneficiaries of the Programme funds with the support of the Joint Technical Secretariat;

- supervises the work of the Joint Technical Secretariat and the antenna on the territory of Bosnia and Herzegovina;
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

8.2.1. Post title: HEAD OF THE TRANSNATIONAL PROGRAMMES SECTION
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Job description:

- ensures timely, lawful, proper and efficient performance of duties within the purview of the Section;
- is responsible for human and material resource of the Section;
- regularly reports to the Assistant Director on the implementation of tasks under its competence and proposes measures to improve the work of the Section;
- coordinates the work with representatives of the countries participating in the transnational cooperation programmes and the European Commission and participates in the activities of the joint bodies;
- coordinates the preparation of programmes and joint program documents within the purview of the Section;
- ensures regularly reporting and controls all reports related to the implementation of transnational cooperation programmes;
- ensures monitoring and reporting on the implementation and management of the programme funds under the competence of the Section;
- ensures implementation of grant agreements, in accordance with the internal Rulebook on the implementation of technical assistance grants
- coordinates and takes part in trainings of the potential applicants and beneficiaries of programme funds;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

8.2.2. Post title: ADVISOR FOR THE TRANSNATIONAL COOPERATION PROGRAMME ADRION
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Job description:

- in the capacity of the transnational cooperation programme ADRION coordinator, provides expert opinion on all relevant issues in the programming process and the Programme implementation;

- prepares and presents the position of BiH on all relevant issues in the work of joint programme bodies;
- prepares and provides expert advice and information through the function of contact / info point for all stakeholders in the country and in relation to programme structures regarding all issues relevant to the participation of BiH in the Programme;
- plans and organises trainings for potential applicants and beneficiaries of programme funds with the support of the Joint Technical Secretariat as needed;
- monitors, autonomously analyses and reports on the spending of funds from the Programme;
- professionally and operationally manages the process of preparation and implementation of programme funds for technical assistance according to programme / EU procedures, including planning and management of public procurement procedures as well as competition procedures for hiring external experts with technical assistance programme funds; participates in the development / updating of forms for identification, application and monitoring of projects / programmes (IP forms) to be entered into the PIMIS system;
- supervises the work of external experts engaged out of the technical assistance funds;
- Performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

8.2.3. Post title: ADVISOR FOR THE MEDITERRANEAN TRANSNATIONAL PROGRAMME MEDITERAN

Job description:

- in the capacity of the Mediterranean Transnational Programme coordinator, provides expert opinion on all relevant issues in the programming process and the Programme implementation;
- prepares and presents the position of BiH on all relevant issues in the work of joint programme bodies;
- prepares and provides expert advice and information through the function of contact / info point for all stakeholders in the country and in relation to programme structures regarding all issues relevant to the participation of BiH in the Programme;
- plans and organises trainings for potential applicants and beneficiaries of programme funds with the support of the Joint Technical Secretariat as needed;
- monitors, autonomously analyses and reports on the spending of funds from the Programme;
- professionally and operationally manages the process of preparation and implementation of programme funds for technical assistance according to programme / EU procedures, including planning and management of public procurement procedures as well as competition procedures for hiring external experts with technical assistance programme funds; participates in the development / updating of forms for identification, application and monitoring of projects / programmes (IP forms) to be entered into the PIMIS system;
- supervises the work of external experts engaged out of the technical assistance funds;
- performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

8.2.4. Post title: SENIOR SPECIALIST FOR THE DANUBE TRANSNATIONAL PROGRAMME
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Job description:

- in the capacity of the Danube Transnational Programme coordinator, participates in the process of programming and preparation of the Programme, under general and specific instructions of the superior;
- participates in drafting of the position of BiH on all relevant issues in the work of joint Programme bodies;
- prepares and provides expert advice and information through the function of contact / info point for all stakeholders in the country and in relation to programme structures regarding all issues relevant to the participation of BiH in the Programme;
- Participates in the planning and organisation of trainings for potential applicants and beneficiaries of programme funds with the support of the Joint Technical Secretariat as needed;
- Monitors, analyses and reports on the on the implementation of planned activities under the Programme;
- Participates in the operational management of the process of preparation and implementation of programme funds for technical assistance in accordance with programme / EU procedures and provides expert contribution in public procurement procedures as well as competition procedures for hiring external experts from technical assistance programme funds, and participates in the development / updating of forms for identification, application and monitoring of projects / programmes (IP forms) to be entered into the PIMIS system;
- Monitors the work of external experts engaged out of the technical assistance funds;
- Performs other tasks as assigned by the supervisor.

Specific requirements:

- university degree, faculty of social, technical or natural sciences, level VII qualifications or minimum 180 ECTS credits under the Bologna system of higher education;
- minimum two years of relevant professional experience;
- sound knowledge of English (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: senior specialist

Number of positions: 1

SUPPORT DEPARTMENT

9.1. Post title: HEAD OF DEPARTMENT
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Job description:

- ensures timely, legal, proper and efficient performance of tasks within the purview of the Department by responsible use of human, financial and material resources allocated to the Department;
- reports to the Director on the implementation of tasks within the purview of the Department and proposes measures to improve the work of the Department;
- develops cooperation and coordinates initiatives and implementation of tasks within the purview of the Directorate in which several organisational units participate;
- coordinates the tasks of medium-term and annual planning, monitoring and reporting on the work of the Directorate in accordance with the legislation regulating drafting of work plans and reports of the institutions of BiH;
- coordinates the preparation and professional processing of materials, proposals and information for the Council of Ministers of BiH;
- for the needs of the Director, coordinates the monitoring and analysis of the development of EU policies and strategies relevant to the integration of BiH;
- for the needs of the Director, coordinates the gathering of information and analysis of the progress of the countries involved in the EU enlargement process as well as their practices and experiences;
- presents analyses and advises the Director on priorities related to horizontal issues within the purview of the Directorate;
- coordinates cooperation with the EC and other EU bodies, as well as international organisations relevant to the European integration process for the needs of Director and the affairs whose implementation is contributed by several organisation units;
- coordinates tasks related to the improvement of internal communication in order to perform the function of Director's supervision over the implementation of the internal Rulebook on communication and public relations;
- participates in consultations for legislative drafting within the purview of the Department;
- performs other tasks as assigned by the Director.

Specific requirements:

- University degree, faculty of social sciences or humanities, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum four years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: head of internal organisational unit

Number of positions: 1

9.2. Post title: ADVISOR FOR PUBLIC RELATIONS - SPOKESPERSON

Job description:

- contacts representatives of domestic and foreign media, prepares and updates registers of journalists covering the area of interest of the Directorate;
- organises press conferences and public appearances of the Director and authorised persons of the Directorate;
- prepares press releases for the media and reaction to media reports, within the purview of the Directorate;
- speaks on behalf of the Directorate in public and in the media;
- performs the tasks of an information officer in accordance with the Law on Freedom of Access to Information in BiH;
- prepares and implements strategic communication activities of the Directorate, whose target group is the media, in consultation with the Section for Communication in the Field of European Integration;

- performs tasks in accordance with the internal Rulebook on communication and public relations and provides support in implementation of tasks related to the exercise of the function of Director's supervision over the implementation of the internal Rulebook on communication and public relations;
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social sciences or humanities, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

9.3. Post title: ADVISOR FOR ANALYSIS AND PLANNING

Job description:

- performs specialist tasks of preparation and professional processing of materials, proposals and information for the Council of Ministers of BiH;
- advises the Director and makes proposals for the application of the progress analyses results of other countries covered by the EU enlargement process, their practices and experiences, in order to innovate and improve the activities coordinated by the Director;
- for the needs of the Director, analyses the development of EU policies and strategies relevant to the integration of BiH;
- organises, coordinates and analyses annual and medium-term planning and reporting on the work of the Directorate in accordance with the legislation regulating planning and reporting on the work of institutions of BiH and makes proposals for improvement and innovation of the process of medium and annual planning, monitoring and reporting in the Directorate;
- prepares analytical documents and provides expert proposals and advice for the needs of Director's meetings;
- prepares analyses and other technical documents and materials related to issues within the purview of the Directorate and makes proposals for improvement of work processes;
- performs responsible tasks related to the organisation of protocol activities within the purview of the Directorate (to the necessary extent in coordination with the competent services of the Council of Ministers of BiH and other institutions);
- performs other tasks as assigned by supervisor.

Specific requirements:

- University degree, faculty of social sciences, level VII qualifications or minimum 240 ECTS credits under the Bologna system of higher education;
- minimum three years of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- knowledge of either French or German is desirable;
- good knowledge of standard software packages (MS Office);
- professional administrative exam.

Post category: advisor

Number of positions: 1

9.4. Post title: DRIVER OF THE DIRECTOR
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Job description:

- drives the Director in the official car;

- responsible for the maintenance of the car in their charge in accordance with the established procedures;
- performs other tasks as assigned by the Director.

Specific requirements:

- secondary school education;
- minimum one year of relevant professional experience;
- driving licence B category;
- professional administrative exam.

Post category, salary grade and coefficient: senior clerk, C5, 1.60

Number of positions: 1

9.5. Post title: ADMINISTRATIVE ASSISTANT TO THE DIRECTOR
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Job description:

- performs secretarial, administrative and technical tasks for the needs of the Director;
- maintains archive of documentation in accordance with the law;
- copies documents for the needs of the Director;
- organises and keeps the necessary records and current correspondence for the Director;
- performs other tasks as assigned by the Director.

Specific requirements:

- secondary school education;
- minimum one year of relevant professional experience;
- sound knowledge of English language (both spoken and written);
- good knowledge of standard software packages (MS Office);
- relevant education for administrative and secretarial affairs is desirable;
- professional administrative exam.

Post category, salary grade and coefficient: senior clerk, C5, 1.60

Number of positions: 1