



Vacancy Number: 004-021

Category: Intern

Type of Engagement: Short-term internship (1 April 2021 to 30 June 2021)

Vacancy issued: 18 February 2021

Deadline for application: 22 March 2021

Terms of Reference

Internship with the Employment and Social Affairs Platform of the Regional Cooperation Council

BACKGROUND

The Regional Cooperation Council (RCC - <https://www.rcc.int/>) was established in 2008 as a regionally owned and led framework. It works under the political guidance of the South East European Cooperation Process (SEECP) to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE).

The Employment and Social Affairs Platform 2 (ESAP 2 – www.esap.online) is a regional project, jointly implemented by the Regional Cooperation Council and the International Labour Organisation over a three-year period, 2019-2022. The objective of ESAP 2 is to assist the 6 Western Balkan economies (Albania, Bosnia and Herzegovina, Kosovo* , Montenegro, Republic of North Macedonia, and Serbia) with labour market and social policy reforms in order to improve employment opportunities and working conditions of citizens in the region.

DESCRIPTION OF RESPONSIBILITIES

Under the overall supervision of the members of the ESAP 2 project team, the intern will provide support for activities relating to the collection and analysis of data on employment and labour markets, and policy document compilation and analysis in the Western Balkan region.

Tasks

The assignment will consist of the following tasks:

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

Labour Market Data and Economic Data collection

- Collect, enter and collate secondary data on employment and labour markets for WB6 (monthly and quarterly), including but not limited to survey and administrative data and gender and age disaggregated data;
- Verify, correct and update data in the [Observatory](#);
- Collect, enter and collate main economic data for WB6, as featured in the [Observatory](#);
- Track the data sources to cross-check the exhaustibility and accuracy of available data;
- Keep a clear list of references and reference the sources in line with international referencing standards;
- Organise the collected data in accordance with the structure agreed with the ESAP 2 team;
- Identify barriers for information collection, collation, analysis and sharing and work with the ESAP 2 team to develop appropriate supportive strategies.

Deliverable: Data collected in a folder with cleanly organised and labelled data files; spreadsheet describing key features of each dataset, with sources.

Labour Marker Data analysis

- Review national reports, analyses, and data bulletins on employment and labour markets;
- Conduct analysis of trends and short-term developments of employment and labour markets in the Western Balkans, in close cooperation and under the supervision of ESAP 2 staff members.

Deliverable: Brief reports that describe trends/features of datasets and analysis of emerging trends in employment and labour markets in the Western Balkans.

Policy document compilation and analysis:

- Proactively gather documents on government policy responses to COVID-19 related to socio-economic recovery (as featured in the Policy tracker in the [Observatory](#)) from government authorities, as guided by the ESAP 2 team;
- Proactively gather documents related to WB6 Economic Reform Programmes (ERP) (as featured in Observatory) from government authorities, as guided by the ESAP 2 team;
- Proactively gather policy documents, briefs and reports related to the EU Pillar of Social Rights, and EU acquis (Chapter 19 and Chapter 2), as guided by the ESAP 2 team.

Deliverable: Folders with cleanly organised and labelled policy documents; spreadsheet describing key features of policy documents with clear bibliography.

Other tasks as assigned:

- Perform wide-ranging and ad-hoc data and policy document collection tasks as well as tasks supporting the ESAP 2 team in keeping the [Observatory](#) relevant and up to date (including support for success stories).

WORKING CONDITIONS

The internship is normally full-time and office-based. Given the Covid-19 context, the internship can be home-based. The actual schedule and tasks, whether home-based or with physical presence in RCC ESAP 2 offices, will be agreed with the supervisor, ESAP 2 Team Leader.

RCC will cover the travel of the intern to Sarajevo, if needed, and will pay a monthly allowance commensurate to the cost of living in Sarajevo in order to cover subsistence and accommodation. In the case of home-based internships, the work will be financially compensated based on RCC standards.

The Intern will report to the ESAP 2 Team Leader or her designee and interact on any work-related issues with the relevant ESAP 2 team members.

BENEFITS TO INTERN

1. Gain valuable work experience

The intern will gain valuable experience in data and information collection, management and analysis at a regional inter-governmental organisation in South East Europe.

2. Develop new skills and refine others

Under the guidance of ESAP 2 staff, the intern will set learning objectives, receive feedback, and strengthen existing and develop new skill sets for data collection, organisation and analysis.

3. Strengthen future employability

The internship will expose the intern to a professional work environment. This experience at RCC can positively affect the intern's future employability.

PROFILE AND COMPETENCIES

Education:	<ul style="list-style-type: none"> ▪ Recently completed Master's Degree in Economics or an MBA or Master's Degree in EU integration studies.
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Experience and skills:	<ul style="list-style-type: none"> ▪ Familiarity, demonstrable experience and interest in working with datasets and statistics, policy analysis in EU integration field; ▪ Strong writing skills in English; ▪ Excellent organisational skills; ▪ Ability to be flexible and respond to changing needs; ▪ Analytical rigour; ▪ Maturity and ability to work and communicate effectively; ▪ Ability to work effectively in a team.
Language requirements:	<ul style="list-style-type: none"> ▪ Fluency in English, as the official language of the RCC; and ▪ Knowledge of other languages of the region is considered a plus.

APPLICATION RULES

Qualified applicants are invited to send their motivation letter, CV highlighting profile and competencies and at least one reference letter from a current or former professor and/or internship/traineeship provider via e-mail to jobs@rcc.int by 22 March 2021 by 24:00 Central European Time.

Interviews and testing are part of the recruitment process.

Applicants who do not comply with the aforementioned application guidelines or do not meet the essential requirements specified in this Vacancy Notice will not be considered.

The candidate should be national of the participants of the RCC Board from South East Europe: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo*², Moldova, Montenegro, Republic of North Macedonia, Romania, Serbia, Slovenia, Turkey.

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