



CEFTA SECRETARIAT – BRUSSELS

VACANCY ANNOUNCEMENT

TRADE EXPERT (CROSS-CUTTING MEASURES), BRUSSELS, BELGIUM

The Central European Free Trade Agreement (CEFTA 2006) is a modern and comprehensive regional free trade agreement, designed as an integral part of the pre-accession agenda. It provides a strong legal basis for policy formulation and implementation in key areas related to trade and investment. In addition to ambitious agenda facilitating trade in goods and services, CEFTA is developing activities aimed at improving overall framework in trade related areas, such as competition, state aid, intellectual property rights, consumer protection, etc. The CEFTA Parties have agreed an ambitious agenda thereon, elaborated in the [Common Regional Market Action Plan 2021-2024](#) (Regional Trade Area – Cross-cutting trade measures)

The Secretariat of CEFTA 2006 was established in Brussels, Belgium, in September 2008 in accordance with the Article 40.2 of the Agreement. The overall role of the Secretariat is to provide technical and administrative support to the Joint Committee, Chair in Office and any body established by the Joint Committee.

CEFTA Secretariat is now seeking applications for the position of Trade Expert who will be in charge of crosscutting trade measures.

An application form is available at:

<https://cefta.int/trade-expert-cross-cutting-measures/>

Eligible applicants include civil servants from the CEFTA Parties' administrations and personnel from international organisations, the private sector and civil society. The successful candidate will be offered a competitive contract by the CEFTA Secretariat.

Interested candidates should upload a letter and a completed application form as provided below (both in English).

The deadline for receipt of applications is 23:59h (CET), Thursday, 1 December 2022. Only short-listed candidates will be contacted.

By applying for this position, you agree to provide your personal data to the CEFTA Parties.

CANVASSING/LOBBYING IN ANY FORM WHATSOEVER WILL AUTOMATICALLY DISQUALIFY AN APPLICANT

JOB DESCRIPTION: TRADE EXPERT (CROSS CUTTING MEASURES)

BACKGROUND INFORMATION

The Secretariat of the Central European Free Trade Agreement (CEFTA 2006) was established in Brussels, Belgium, on 8 September 2008 in accordance with the Agreement on Amendment of and Accession to the Central European Free Trade Agreement signed in Bucharest in December 2006.

The purpose of the Secretariat is to provide support to the Joint Committee and to any CEFTA Body established by the Joint Committee, in accordance with the mandate of the Secretariat adopted by the Joint Committee on 27 April 2018. The CEFTA Parties and European Commission currently finance the Secretariat and its activities.

The CEFTA Joint Committee in recent years has agreed on an ambitious agenda to further contribute to economic growth. This includes additional liberalisation and trade facilitation, as well as advancing investment related issues outlined in the Agreement.

CEFTA plays important role in delivering regional economic integration agenda set in the Common Regional Market (CRM) Action Plan 2021-2024 and each year translated in annual [chairmanship priorities](#) and working programmes of the CEFTA Bodies. CEFTA activities have three important pillars: trade in goods (free movement of goods), trade in services (free movement of services) and crosscutting trade measures which are relevant for both goods and services. These include, but are not limited to: trade dispute settlement, competition, state aid, public procurement, statistics, trade related aspects of environmental policies and intellectual property rights and transparency.

Furthermore, the CEFTA Secretariat plays an important role in securing and managing additional financing for the functioning of the Secretariat and for CEFTA related activities. To date, the Secretariat has secured substantial funding under the EC's IPA programme as well as from bilateral donors. Much of these funds are used to provide technical assistance and targeted expertise to assist the CEFTA Parties implement the Agreement and the various decisions of the Joint Committee. Thus, the Secretariat has an important role to play in the project management of technical assistance activities. The Joint Committee's Decision to create a programme of Seconded National Experts to the Secretariat has increased the Secretariat's responsibilities in terms of capacity development.

The number of structures under CEFTA has increased and the work programme has expanded accordingly to accommodate these new challenges. The Secretariat has also evolved to support the larger work programme. In accordance with the Joint Committee Decision 1/2018, the Secretariat is comprised of eight full-time staff employees: Director, four Trade Experts, Communication and Coordination Officer, Financial Officer, and Procurement Officer. A rotating system of secondments to the CEFTA Secretariat from the CEFTA Parties

commenced in July 2015. Four trade officials from Parties holding the Chair in Office and/or the Chair of CEFTA sub-committees are based at the Secretariat for a minimum of 6 months to support implementation of the work programme of the respective body. Additionally, the Secretariat can also recruit project staff whose engagement is directly linked to the implementation of projects funded by the external donors (namely, European Commission).

TASKS AND OBJECTIVES OF THE POSITION

Support the CEFTA Secretariat, Director and Senior Trade Experts to ensuring the smooth implementation of the crosscutting measures and functioning of all the relevant CEFTA Committees, Subcommittees and Working Groups with an aim to agree, adopt and implement necessary measures promoting trade in goods and services in CEFTA, including activities in the area of: trade dispute settlement, competition, state aid, public procurement, statistics, trade related aspects of environmental policies and intellectual property rights and transparency.

Specific tasks include:

1. Support the implementation of existing provisions in CEFTA 2006 and Joint Committee Decisions related to crosscutting measures (e.g. statistics, public procurement, intellectual property rights, etc.).
2. Support the CRM AP activities related to cross cutting measures implemented by relevant CEFTA Committees and Subcommittees and Working Groups.
3. Support the negotiations on Additional Protocol 7 on Dispute Settlement
4. Assist the exchange of information between CEFTA Bodies and local authorities/line Ministries in each CEFTA Party to undertake the required follow-up actions regarding cross-cutting measures.
5. Prepare draft decisions, background materials, non-papers, discussion papers, annotated agendas, draft minutes, reports and follow ups of all meetings for approval by the respective Chair and subsequently by the Joint Committee or respective body in the field of trade facilitation.
6. Assist Director and/or Senior Trade Expert in the coordination and monitoring of the implementation of technical assistance projects on behalf of the CEFTA Secretariat.
7. Support donor actions in the field of trade facilitation to the CEFTA in accordance with trade facilitation objectives of CEFTA.
8. Assist the Director and/or Senior Trade Expert in establishing new and keep the existing networks alive and functioning with the European Commission, EU Member States, EFTA, and international organizations such as UNCTAD, ITC, WTO, WCO, OECD, World bank and GIZ.
9. And other tasks assigned by the management.

KEY REQUIREMENTS

Requirements for this position include:

Key Technical Skills and Knowledge:
<ol style="list-style-type: none">1. Expertise in trade policy and matters related to one or more of the following areas:<ol style="list-style-type: none">a. trade dispute settlement,b. competition and state aid,c. public procurement,d. statistics,e. trade related aspects of environmental policies,f. intellectual property rights.Knowledge of EU acquis in the above-mentioned areas will be considered an asset.2. Familiarity with the work of the government institutions and international organizations;3. Fully familiar with the work of CEFTA and familiar with the work of European Commission;4. Fluency in English;5. Knowledge of CEFTA languages shall be considered an asset.
Competencies:
<ol style="list-style-type: none">1. Neutrality: Ability to perform the duties assigned under full neutrality without favouring directly or indirectly individual interest of any CEFTA Party. In case an applicant from a public administration is selected, s/he will be required to resign from her/his civil servant position.2. Communication: Speaks and writes clearly and effectively in English. Applicants will be required to prove their oral and written expression competencies.3. Persuading: Uses an appropriate interpersonal styles and communication methods to gain acceptance of an idea from relevant stakeholders.4. Planning and organising: The extent to which an individual systematically arranges his/her own work and resources as well as that of others for efficient task accomplishment.5. Active learning: Using newly gained knowledge and skill on the job and learning through their application.6. Delivering results: Produces desired results and achieve annual goals by using the available resources in the organisation.7. Problem solving: General ability to analyse problems and identify effective solutions and measures to those problems.

Academic Qualifications:
<p>Required</p> <ol style="list-style-type: none"> 1. Bachelor's degree in law, economy, political science, or any other relevant area. <p>Preferred</p> <ol style="list-style-type: none"> 2. Advanced university degree (Master's degree or higher) specialized on international trade, economics or policy areas referred to above will be considered as advantage.
Experience:
<p>Required</p> <ol style="list-style-type: none"> 1. A minimum of 4 years of experience in trade policy and matters related to one or more of the following areas: <ol style="list-style-type: none"> a. trade dispute settlement, b. competition and state aid, c. public procurement, d. statistics, e. trade related aspects of environmental policies, f. intellectual property rights. <p>Preferred</p> <ol style="list-style-type: none"> 1. Experience in project management and management of contractors. 2. Experience in implementing technical assistance projects financed by the EU. 3. Experience in working with trade agreements.

LOCATION/CONTRACT

The position will be based at the CEFTA Secretariat in Brussels and is a 40-hour work week position.

The minimum salary for this position is 83.400 EUR gross per year which will be adjusted based on years of relevant professional experience of the person.

Additional benefits are offered on top of the salary.

The Secretariat is an equal opportunities employer.