

JOB DESCRIPTION

Position title	Head of Policy Development and Monitoring Division
Volume of employment and working time	<ul style="list-style-type: none"> • Full time employment; • Working time in accordance with the Employment Contract, Internal Rules of the Permanent Secretariat of the Intergovernmental Commission TRACECA (PS) and orders/instructions of the PS Secretary General (SG). • In the absence of the Head of Policy Development and Monitoring Division his (her) duties shall be entrusted to the Head of International and Internal Affairs Division or the person assigned by the SG in the established order.
Salary size	<ul style="list-style-type: none"> • According to the Employment Contract
Main working relationship	<ul style="list-style-type: none"> • Reports to the SG; • Establishes working relationship with experts, Head of International and Internal Affairs Division and other staff members of the PS; • Establishes working relationship with TRACECA National Secretariats and competent government authorities of the MLA Parties; • Establishes cooperation with representatives of international organizations/TRACECA partner structures, TRACECA technical assistance projects, etc.
Objective of position	<ul style="list-style-type: none"> • Substantive support of the IGC and PS activities in relation to the implementation of the MLA TRACECA and the TRACECA policy documents, as well as the IGC resolutions and PS recommendations; • Promoting and further assisting in the harmonization of conditions and growth of traffic volumes along the Europe-the Caucasus-Asia corridor; • Ensuring control over the observance of official duties by the experts and a specialist of the policy development and monitoring division.
Main duties and tasks of the position	<ul style="list-style-type: none"> • Control and coordination, as well as the definition of priorities and functions of experts and a specialist of the division of policy development and monitoring of the PS; • Study of problematic issues, as well as the development of draft recommendations and decisions to ensure the effective implementation of the MLA within the competence of the IGC; • Initiation of research, analysis and recommendations on the issues related to the development of international transport; • Preparation of relevant proposals for the discussion by the IGC for the introduction of any amendments and changes in the MLA, contributing to the achievement of the objectives of the MLA, as well as the development of new technical annexes to the MLA; • Development of industry-specific policy documents serving the objectives of the MLA; • Preparation of a PS activity report for submission to the IGC; • Preparation and distribution of draft documents of the IGC and PS meetings provided to the MLA Parties; • Control over the preparation of the substantive content of the IGC and PS IGC TRACECA meetings (on the issues submitted for consideration within the framework of the Agenda); • General monitoring of the implementation of the MLA, agreements and policy documents of TRACECA, including the preparation of relevant working documents / studies / statistics / information on the quality level of their implementation; • Development of draft TRACECA policy documents, Action Plans for the implementation of policy documents in close cooperation with the PS experts and the MLA Parties; • Providing consultations to the MLA Parties on the issues related to the implementation of the TRACECA policy documents; • Monitoring, analysis and development of country recommendations on the implementation by the MLA Parties of the TRACECA policy documents; • Control over the development of documents on monitoring and analysis of TRACECA policy documents, implemented by the PS experts;

	<ul style="list-style-type: none"> • Assistance to the MLA Parties in matters related to the finalization of the draft documents of the IGC and PS IGC TRACECA meetings; • Monitoring the negotiation process and preparation for signing the TRACECA legal documents, Memorandums of Cooperation with International Organizations, financial institutions; • Drafting and forwarding of final documents of the IGC and PS IGC TRACECA meetings; • Research and analysis of current international, European and national standards regulating the carriage of goods, including digital border crossing procedures; • Development of recommendations for the implementation of acts, agreements, conventions, etc., into the national legislation of the MLA Parties, promoting the development of international transport of good and best border crossing practices; • Collection and analysis of research of TRACECA partners in the field of organizing freight transport, including the application of digital technologies; • Within its competence, analysis of trends in the organization of the transportation of goods promoted in international structures and organizations whose activities are identical to the objectives of TRACECA (UNO, UNECE, UN-ESCAP, EU, CEI, "New Silk Road", ASEAN, BSEC, ECO, FIATA etc.); • Study of current international agreements on border crossing procedures, legislation, lists of rules and regulations valid in TRACECA countries, as well as the status of their implementation / application; • Development of proposals for establishing partnerships with international organizations and structures for the purposes of TRACECA in relation to the organization and implementation of freight transport using digital technologies; • Assistance (at the request and instructions of the SG) in the development of technical assistance projects and investment projects of TRACECA; • Assisting in the work of the PS sectoral experts on the development of technical assistance projects and investment projects of TRACECA; • Supporting interaction with competent institutions of the beneficiary countries to improve the efficiency and successful implementation of TRACECA projects; • Assisting in the identification and development of project applications and terms of reference for new TRACECA projects; • Review and comments on the reports submitted on TRACECA projects; • Analysis of the results of TRACECA projects, development of recommendations for achieving sustainability of results. • Development, together with the PS experts and staff of the draft annual PS Work Plans; • Support of TRACECA Fund activities within the PS IGC TRACECA competence; • Assistance in the activities and monitoring the activities of Working Groups created by the decision of the IGC and / or PS, including the development of programmes of events, draft decisions, monitoring the implementation of the minutes, etc.; • Preparation of presentations and raising awareness of the on-going activities on the TRACECA corridor; • Control of responses to requests and instructions of the SG on his/her own topics; • Archiving and storing his/her own work related to the PS activities; • Compliance with the requirements of implementation standards and labour discipline.
Minimum qualification requirements	Higher economic, legal or technical education and 5-year work experience in a mid-level management position in government agencies and/or in international organizations/ companies/ projects in the field of transport.
Required skills and capabilities	<ul style="list-style-type: none"> • Knowledge in the field of international transport of goods; • Work experience in government agencies or commercial structures in the field of transport; • Skills in developing transport strategies/policies, as well as experience in negotiating in the relevant field at the international level; • Experience in working with IFIs in the negotiation process and implementation of technical assistance and investments projects;

	<ul style="list-style-type: none"> • Skills in the evaluating technical assistance and investment projects in the field of transport; • Knowledge of TRACECA legal documents regulating the implementation of international transport of goods; • Knowledge of legal documents regulating the activities of the IGC and PS IGC TRACECA; • Expertise in the international law-making procedures; • Ability to operate with databases of scientific, technical, statistical data in the field of transport; • Proficiency in the Russian and/or English languages; • Good knowledge of standard computer office software; • Time management skills, team management skills, as well as the ability to work both independently and in a team; • Good skills in presentation of materials, negotiation and mediation; • Initiative, creativity, striving for self-improvement, analytical skills, ethical conduct.
--	--

Full name:

Date: «__» _____ 20__

Signature: _____