

## JOB DESCRIPTION

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position title                        | <b>Digitalization Expert</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Volume of employment and working time | <ul style="list-style-type: none"> <li>• Full-time employment;</li> <li>• 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).</li> <li>• In the absence of the Digitalization Expert his/her duties requiring urgent decisions shall be entrusted to the Border-Crossing Expert or the person assigned by the Head of Policy Development and Monitoring Division of the PS in the established order.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Salary size                           | <ul style="list-style-type: none"> <li>• According to the Employment Contract</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Main working relationship             | <ul style="list-style-type: none"> <li>• Responsible directly to the Head of Policy Development and Monitoring Division of the PS;</li> <li>• Establishes working relationship with the PS Experts and other staff members of the PS;</li> <li>• Establishes working relationship with national organizations and agencies of the MLA Parties, specialized in digitalization included;</li> <li>• Establishes working relationship with representatives of partnership international/intergovernmental organizations and structures, legal and physical entities, specialized in digitalization.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Objective of position                 | <ul style="list-style-type: none"> <li>• Promoting the digitalization of transport along Europe-the Caucasus-Asia corridor given the objectives set out in the Basic Multilateral Agreement, TRACECA agreements and programme documents;</li> <li>• Promoting and further assisting TRACECA countries in the introduction of information technologies in border crossing procedures and the implementation of initiatives and projects aimed at digitalization of transport and transport documents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Main duties and tasks of the position | <ul style="list-style-type: none"> <li>• General monitoring of implementation of the MLA provisions, TRACECA agreements and programme documents, including the preparation of relevant working documents/studies/statistics/information on digitalization of transport and transport documents and digitalization of border-crossing procedures;</li> <li>• Monitoring of implementation of the Digital Concept of the International Transport Corridor TRACECA, updating it and preparing proposals for amendments or additions;</li> <li>• Monitoring the implementation of decisions and recommendations of the IGC and the PS IGC TRACECA applicable to implementation of information technologies and digitalization;</li> <li>• Preparation of draft TRACECA documents on the implementation of MLA, TRACECA agreements, programme documents and action plans in the field of digitalization;</li> <li>• Initiating the development of new and amending existing TRACECA legal acts in the field of digitalization;</li> <li>• Study of current data on the application of national and international rules, conventions and agreements concerning the digitalization of transport in TRACECA countries;</li> <li>• Participation in finalization of existing draft TRACECA Agreements in the field of digitalization and their implementation (e.g. draft Agreement on the application of electronic documents along the International Transport Corridor TRACECA; draft Agreement on the Digitalization of Transport Documents – Digital Transport Corridor Agreement);</li> <li>• Supporting the activities of the Working Group on Digitalization of the TRACECA corridor and other working groups related to TRACECA digitalization initiatives, including the development of programs of events, draft decisions, monitoring the implementation of the minutes, etc.</li> <li>• Supporting the TRACECA initiatives on transition to the electronic format of the TRACECA multilateral permits and the new single transit permits; as well as monitor and</li> </ul> |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           | <p>promote transition to electronic exchange of bilateral transport permits among TRACECA countries;</p> <ul style="list-style-type: none"> <li>• Participation and coordination of ongoing pilot projects (e.g. e-CIM/SMGS) as well as develop and suggest new pilot projects (e.g. eCMR, etc.) for practical implementation of electronic transport documents and mutual recognition of data and documents in electronic form among TRACECA countries;</li> <li>• Study of national regulation of TRACECA countries and international conventions and agreements in the field of digitalization implemented by TRACECA countries; as well as current level of digitalization of transport and prospects for further introduction of information technologies and digitalization of transport;</li> <li>• Study of the international experience of digitalization of transport documents and preparation of appropriate recommendations for the introduction and application of digital transport documents within TRACECA;</li> <li>• Research and analysis of relevant international, European and national norms regulating digitalization issues in transport;</li> <li>• Development of proposals and approaches for digitalization of transport and digitalization of border-crossing procedures between TRACECA countries;</li> <li>• Development of proposals on possible measures to promote digitalization on national level in TRACECA countries;</li> <li>• Development of proposals for the MLA Parties on cooperation with international sectoral organizations and institutions to ensure introduction of information technologies in transport; <ul style="list-style-type: none"> <li>• Elaboration of the possibility to use a package of UN / CEFAC standards and instruments for multimodal transport data and documents exchange in TRACECA projects;</li> <li>• Development of proposals on issues of authentication, signing or certification of documents through a trusted third party in order to ensure the authenticity of electronic documents of TRACECA countries, as well as proposals on the work of the “trusted third party institute” in order to ensure mutual recognition of electronic digital signatures;</li> <li>• Preparation of documents on increasing the awareness of transport process participants on undertaken measures on digitalization and preparation of recommendations on creating conditions for advance planning of transport by various modes with application of information technologies;</li> <li>• Preparation of proposals for the implementation, development and functioning of the TRACECA information system, intelligent (interactive) route map; mobile application and other solutions;</li> <li>• Elaborating and leading the issue of integration of national information systems of TRACECA countries with the TRACECA information system;</li> <li>• Compilation and analysis of TRACECA partners’ studies on digitalization;</li> <li>• Compilation and analysis of texts, documents and information materials of the MLA Parties for updating the PS technical library and database on digitalization;</li> <li>• Development of proposals on establishing partner interrelations with international organisations and structures for TRACECA objectives on digitalization of transport and border-crossing procedures;</li> <li>• Preparation of presentations and increasing the awareness about the activities on digitalization of transport carried out on the TRACECA corridor;</li> <li>• Monitoring replies to the PS requests and instructions on his(her) topics;</li> <li>• Archiving and storing his/her own work related to the PS activities;</li> <li>• Compliance with the requirements of implementation standards and labour discipline.</li> </ul> </li> </ul> |
| <p>Minimum qualification requirements</p> | <ul style="list-style-type: none"> <li>• Higher technical education (preferably in the field of information technologies, programming or information security);</li> <li>• 3-year work experience in government agencies and/or organizations for information technologies and digitalization, mainly with experience in international organizations/ companies/ projects in the field of digitalization.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Required skills and capabilities | <ul style="list-style-type: none"><li>• Expertise in the implementation of international initiatives and projects on digitalization in the field of transport;</li><li>• Skills in developing strategies / policies / work plans, programming or maintaining corporate information systems;</li><li>• Knowledge of TRACECA legal documents regulating digitalization issues;</li><li>• Ability to operate with databases of scientific, technical, statistical data in the field of digitalization;</li><li>• Fluency in the English language. Russian language will be considered as an advantage;</li><li>• Good knowledge of standard computer office and application software programmes;</li><li>• Time management skills, experts' team management skills, as well as the ability to work both independently and in a team;</li><li>• Good skills in presentation of materials, negotiation and mediation;</li><li>• Initiative, striving for self-improvement, ability to analyse, ethical conduct.</li></ul> |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Full name:

\_\_\_\_\_

Date: «\_\_\_» \_\_\_\_\_ 20\_\_

Signature: \_\_\_\_\_