



THE AIRE CENTRE

Advice on Individual Rights in Europe

Vacancy announcement

Project and Research Assistant for the AIRE Centre Western Balkans

Job Title	Project and Research Assistant
Place	Sarajevo, Bosnia and Herzegovina
Language	B/C/S and English
Eligibility	Residents of Bosnia and Herzegovina
Application deadline	4 July 2024
Starting date	20 August 2024 or ASAP
Duration	31 March 2025, with possibility of extension (including probation)
Type of engagement	Full time position

Background

The AIRE Centre The Advice on Individual Rights in Europe (AIRE Centre) is a specialist non-governmental organisation that promotes the implementation of European Law and supports the victims of human rights violations. Its team of international lawyers provides expertise and practical advice on European Union and Council of Europe legal standards and has particular experience in litigation before the European Court of Human Rights in Strasbourg, where it has participated in over 150 cases. For twenty years now, the AIRE Centre has built an unparalleled reputation in the Western Balkans, operating at all levels of the region's justice systems. It works in close cooperation with ministries of justice, judicial training centres and constitutional and supreme courts to lead, support and assist long-term rule of law development and reform projects. The AIRE Centre also cooperates with the NGO sector across the region to help foster legal reform and respect for fundamental rights. The foundation of all its work has always been to ensure that everyone can practically and effectively enjoy their legal rights. In practice this has meant promoting and facilitating the proper implementation of the European Convention on Human Rights, assisting the process of European integration by strengthening the rule of law and ensuring the full recognition of human rights, and encouraging cooperation amongst judges and legal professionals across the region. The AIRE Centre is implementing different regional projects focusing on collaboration with judicial institutions in the Western Balkans region.

The AIRE Centre continues to build on our existing partnerships with the key domestic stakeholders in the justice sector, e.g. the courts, judicial training institutes to organise events, deliver publications and offer technical and expert assistance to increase judicial



capacity, transparency and independence, in particular in the field of criminal law and combating serious and organised crime, asset recovery and gender equality in judiciary.

The AIRE Centre strongly believes in the following values:

- Excellence in all it does, delivering to high standards, not taking work where it cannot deliver to those standards, improving its effectiveness so it can more smoothly deliver to those standards.
- Trust and support, with the team feeling empowered to deliver and take the initiative, and learn from mistakes in a positive way.
- Accountability for delivering to high standards, always seeking to ensure delivery and real-world impact, and facing up to challenges honestly.
- Openness, always seeking to reach out to colleagues and to develop and share knowledge collaboratively.

2. Responsibilities of Project and Research Assistant

The Project and Research Assistant will work under the direct supervision of Project Manager in Bosnia and Herzegovina and under the instructions from the Programme Director and Programme Manager for the Western Balkans region. The Project and Research Assistant will have overall responsibility for providing comprehensive organisational and logistical support primarily to the AIRE centre project implemented in WB6 region and on needs basis to other projects implemented by the AIRE centre. In addition to typical office administrative duties, this role welcomes research skills to support Project Manager and Lead Research Expert in data gathering, analysis, and reporting. The Project and Research Assistant will play a crucial role in ensuring the smooth execution of the project by coordinating logistics, managing documentation, and assisting with research tasks.

Key responsibilities of the Project and Research Assistant will be:

- Assist in the planning and organisation of project activities, including scheduling meetings, workshops, and interviews.
- Manage logistical aspects of projects, such as coordinating travel arrangements, booking venues, and preparing necessary materials for events.
- Support research project needs, including data collection, analysis, and summarising findings.
- Facilitate communication between project team members and external stakeholders, ensuring timely dissemination of information.
- Maintain accurate and up-to-date records of project activities and progress.
- Provide administrative support to project managers, including data and file management, monitoring deadlines, etc.



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- Assist in the organisation and execution of project-related events, namely data collecting events – interviews and workshops, including final conference.
- Identify and address any issues or obstacles that may impact project progress, escalating to project managers as necessary.

He/she will also be able to draw on support and expertise from other colleagues involved in the programme across the region, as well as from the regional office manager. The Project and Research Assistant will assist with AIRE Centre projects in the region as required and subject to availability.

3. Required qualifications, experience and skills

The following are required qualifications for the role:

Required Qualifications:

- Residence in Bosnia and Herzegovina.
- A bachelor's degree in social studies such as economics, management, sociology, psychology, law, or a related field is desirable.
- At least 2 years of experience in project support positions, project officer roles, or related administrative roles.
- Previous experience in conducting or supporting research, data collection, and analysis is desirable.
- Strong organisational and multitasking abilities, with attention to detail and capability to take the initiative.
- Strong verbal and written communication skills
- Professional fluency in English, both written and oral.
- Professional fluency in one of the WB6 languages (Bosnian/Croatian/Serbian), both written and oral.
- Proficiency in using office software (e.g., Microsoft Office Suite) and readiness to learn other data processing programmes.
- Strong problem-solving abilities and capability to address and resolve issues effectively.
- Ability and readiness to travel in the Western Balkans region.

The successful candidate will have the following competencies and skills:

- Ability to be proactive and work independently while maintaining strong interpersonal skills and the ability to work effectively in a team.
- Able to work as part of a team but also independently.
- Approaches work with energy and a positive, proactive mindset.



- A delivery at pace - ability to perform tasks to a high standard while meeting deadlines.

4. Documents to be included when submitting the applications

Applicants must submit the following documents/information in English:

- CV
- Motivation letter
- Contact details of two referees familiar with the candidate's work experience and who can be contacted
- Availability/Commencement date

5. Evaluation of applications

The AIRE Centre applies a fair and transparent selection process that takes into account the technical qualification of the candidates. Candidate applications will be evaluated using a cumulative analysis method taking into consideration the combination of the applicant's experience, education, and qualifications. The contract will be offered to the applicant whose application has been evaluated and determined as:

- responsive/compliant/acceptable, and
- having received the highest score out of the technical criteria defined below.

Criteria:

- Relevant qualifications, overall experience, knowledge/skills and competencies/attributes – 30 percentage points
- Specific experience in project assistance – 15 percentage points
- Specific experience in research and data analysis – 10 percentage points
- Interview – 40 percentage points

The top five candidates (with the highest number of points in the experience/qualifications and education evaluation) will be considered for an interview.

6. Conditions of the contract

The selected candidate is expected to start working on 20 August 2024 or as soon as possible. The appointment will be for an initial period up to the end of March 2025 (including 3 months probation period), renewable for a further 12 months annually. The



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remuneration will be assessed in line with budgetary constraints and qualifications of chosen applicant.

7. How to apply

Full applications with supporting documents should be sent **by midnight on 4 July 2024** to the e-mail address info@airewb.org with a subject line “Application for Project and Research Assistant Position”. Late and incomplete applications will not be taken into consideration. Applicants will receive feedback on the status of the recruitment process not later than 15 July 2024. All applications will be treated with the strictest confidence.