

Number: 267/26
Date: 5.6.2026.

Within the project "Brcko District Socio-Economic Initiative", implemented by the Development and Guarantee Fund of the Brčko District of BiH in partnership with the organization CARE International Balkans, the Unit for implementation of projects financed from international funds in the Development - Guarantee Fund of the Brčko District of BiH, together with CARE International Balkans announces:

PUBLIC CALL

FOR A TEMPORARY POSITION (until the end of project) IN DEVELOPMENT - GUARANTEE FUND OF BRCKO DISTRICT OF BIH (hereinafter referred to as "RGFBD"), UNIT FOR IMPLEMENTATION OF PROJECTS FINANCED FROM INTERNATIONAL FUNDS, SOCIOECONOMIC CENTER (SEI CENTER) UNIT

POSITION TITLE: Social Inclusion Expert

Job description and responsibilities:

- assesses the needs and challenges of marginalized and lower income groups in their access to employment;
- provides professional support, such as advisory, career counseling, employment assistance and referrals to available resources and services;
- organizes and leads individual and group counseling sessions to provide support in career development and achievement of professional goals of vulnerable categories;
- designs and develops customized programs and trainings, including vocational orientation workshops and trainings for soft skills required during job search;
- works on building partnership relations with institutions, the local community stakeholders, civil society organizations and the private sector in order to ensure the support and sustainability of the inclusion program;
- follows BD legislation and policies relevant to social and economic inclusion;
- promotes the SEI Center/incubator and its activities through marketing and communications via social media, organization of promotion during project events and participating in conferences and other similar events of third parties;
- works under the direct direction of CARE, the Head of the Unit and reports to the Head of the Unit and the Director;
- performs other tasks at the behest of CARE, Head of Unit and Director of "RGFBD", in accordance with local regulations.

Qualifications for the workplace:

- acquired higher education diploma in social sciences, with minimum 240 ECTS credits; preferably economic VSS degree
- at least one year of work experience after acquiring the above-mentioned higher education;
- active knowledge of English;
- driver's license "B" category, with a clean record;
- computer skills (Word, Excel, Internet and e-mail).

Number of employees: 1 (one)

Pay grade: VIII/2

Mandatory conditions for the employment :

- a) the candidate is a citizen of Bosnia and Herzegovina (focus on vulnerable categories i.e.; persons of lower financial status, persons with disabilities, Roma, young people, women – as defined by BD law;
- b) the candidate is of legal age;
- c) the candidate is medically capable of performing workplace tasks;
- d) There is no criminal proceedings against the candidate for all criminal offenses.
- e) Article IX Paragraph (1) of the Constitution of BiH does not apply to the candidate ;
- f) in the last three years, starting from the date of publication of the public call, the candidate has not been dismissed from the civil service in the institutions of BiH, i.e. the entities and the Brčko District of BiH, due to the legally imposed disciplinary measures.

Applicants can apply to the Public Call by sending filled Application Form, CV and a motivation letter to the address: shalkic@care.ba no later than 11.06.2026. by 15:00. Applications received after the deadline will not be considered. Only shortlisted applicants will be contacted for an interview that is planned for 15.6.

The call is open from the date of publication on the website of the Development - Guarantee Fund of the Brčko District of BiH.

NOTE: This appointment is not financed from public funds of Brcko District but from project funds financed by Czech Development Agency and CARE Czech Republic.

Delivered:

1. SEI
2. RGFBD Archive

