

Terms of Reference for the DPPI SEE Secretariat Head of Secretariat

1. Background

The **Disaster Preparedness and Prevention Initiative for South-Eastern Europe (DPPI SEE)** is an intergovernmental organization that serves as a regional cooperation framework among the national civil protection authorities of South-Eastern Europe. Following the ratification of the Host Country Agreement by Bosnia and Herzegovina, DPPI SEE has legal personality and operates through its Secretariat headquartered in Sarajevo, Bosnia and Herzegovina.

The Secretariat supports the implementation of DPPI SEE priorities, including regional cooperation, capacity building, policy dialogue, the Disaster Management Training Programme (DMTP), project development and implementation, and liaison with international and regional partners.

DPPI SEE is inviting applications for the position of **Head of the DPPI SEE Secretariat**.

The **Head of the Secretariat** is the senior executive official of the Secretariat and, under the guidance of the Chair-in-Office (CiO), is responsible for the strategic leadership, management and day-to-day functioning of the Secretariat, as well as for the implementation of DPPI SEE activities, programmes and partnerships.

2. Position title

Head of the DPPI SEE Secretariat

3. Duty station

Sarajevo, Bosnia and Herzegovina

4. Reporting line

The Head of the DPPI SEE Secretariat reports directly to the DPPI SEE Chair-in-Office.

5. Contractual arrangements

The selected candidate shall be employed by **DPPI SEE** under a fixed-term employment contract. The initial term of appointment shall be **three (3) years**, taking effect on 01.08.2026. and ending on 01.08.2029., with the possibility of **one (1) additional year of extension**, subject to satisfactory performance, organizational needs, available budget and a formal decision in accordance with DPPI SEE internal procedures.

A probationary period of **six (6) months** shall apply.

6. Working arrangements

This is a **full-time** position.

The normal working schedule is **Monday to Friday**, from **09:00 to 17:00**, unless otherwise required by the needs of the service.

The place of work is the DPPI SEE Secretariat in Sarajevo, with the possibility of a **hybrid work arrangement** of approximately **70%** on-site and **30%** remote work, in accordance with internal rules and operational requirements.

The position requires frequent regional and international travel.

7. Remuneration

The gross monthly salary for this position is **EUR 3,200**.

Any additional employment-related rights and obligations shall be governed by the applicable DPPI SEE internal rules, the employment contract and the applicable legal framework.

8. Duties and responsibilities

Under the supervision of the DPPI SEE Chair-in-Office, the Head of the DPPI SEE Secretariat shall:

- Provide strategic leadership and managerial direction for the work of the Secretariat, ensuring the efficient, lawful and results-oriented functioning of DPPI SEE.
- Support the Chair-in-Office in the planning, coordination and implementation of DPPI SEE priorities, policies, activities and decisions.
- Lead, supervise and approve the preparation of draft annual and multiannual work plans, priorities, activity calendars, budgets, reports and other strategic or managerial documents required for the functioning of DPPI SEE.
- Direct, supervise, monitor and control the operational planning, coordination, implementation, monitoring and reporting of DPPI SEE projects, programmes and activities, including the Disaster Management Training Programme and other regional initiatives, ensuring that tasks delegated within the Secretariat are carried out in a timely, compliant and result-oriented manner.
- Oversee and coordinate the preparation and delivery of DPPI SEE working groups, regional meetings, workshops, exercises, training events and other institutional activities, including the approval of key organizational steps, supervision of logistical and administrative arrangements, and monitoring of follow-up actions and documentation prepared by Secretariat staff.
- Direct and maintain effective communication and cooperation with DPPI SEE Parties, partner institutions, donor organizations, regional and international organizations, civil protection authorities, academic institutions and other relevant stakeholders, while supervising the Secretariat's day-to-day liaison and coordination functions and without expressing formal institutional positions on behalf of DPPI SEE unless previously mandated or authorized by the Chair-in-Office.
- Represent DPPI SEE, only on the basis of a prior mandate or authorization from the Chair-in-Office, in meetings, consultations, conferences and coordination platforms at regional and international level.
- Identify funding opportunities, lead and supervise fundraising efforts, guide donor engagement and oversee the development of project proposals and partnership initiatives, while any formal commitments, representations or institutional positions undertaken in the name of DPPI SEE shall require a prior mandate or authorization from the Chair-in-Office.
- Exercise managerial oversight over the management and use of Secretariat resources in a transparent, accountable and efficient manner, in line with the applicable financial and administrative rules, including supervising budget implementation, reviewing and approving relevant financial and administrative documentation, monitoring expenditures and commitments, overseeing procurement and vendor-related processes, and ensuring proper record-keeping, internal control, and reporting to the Chair-in-Office.
- Supervise and direct the work of Secretariat staff, including through task allocation, work planning, operational guidance, monitoring of performance, review of outputs, approval of

leave and duty travel arrangements, and oversight of internal coordination, continuity of operations and segregation of duties.

- Ensure the timely preparation, review, validation and submission of narrative, financial, operational and project-related reports for the Chair-in-Office, Regional Meeting and other competent bodies or partners, as applicable, including verification of the quality, completeness and consistency of documentation prepared within the Secretariat.
- Promote knowledge sharing, lessons learned, regional cooperation and dissemination of good practices in disaster preparedness, prevention, resilience and response.
- Support policy dialogue and contribute to the development, review and implementation of relevant internal rules, procedures, concepts, cooperation frameworks and institutional documents, provided that any formal position presented externally in the name of DPPI SEE shall be subject to a prior mandate or authorization from the Chair-in-Office.
- Promote DPPI SEE visibility and outreach, including through institutional communication, public information materials, web presence and engagement with partners and stakeholders, in line with guidance from the Chair-in-Office; any formal public positioning or representation in the name of DPPI SEE shall require a prior mandate or authorization from the Chair-in-Office.
- Promote innovation, organizational learning and continuous improvement in the work of the Secretariat and in DPPI SEE activities, including through the establishment and monitoring of internal workflows, quality standards and performance-oriented working methods.
- Perform any other tasks relevant to the position, as assigned by the Chair-in-Office and falling within the mandate and objectives of DPPI SEE.

9. Eligibility requirements

Education:

Master's degree in or a first-cycle higher education degree valued at a minimum of 240 ECTS points in disaster management, civil protection, risk management, economics, management, governance, public administration, business administration, environmental studies, engineering, law, international relations, security or defence studies or another closely related discipline.

Professional experience:

- At least five (5) years of professional experience in fields relevant to the job responsibilities or in the field of studies.
- Relevant experience may include, individually or in combination:
 - a) disaster management, civil protection or emergency preparedness and response;
 - b) disaster risk reduction or resilience-related policies and programmes;
 - c) project or programme management;
 - d) public sector management or institutional coordination;
 - e) international cooperation or regional cooperation;
 - f) work with international or intergovernmental organizations;
 - g) strategic planning and policy development;
 - h) donor coordination, fundraising or project development;
 - i) financial planning, budget oversight or administrative management;
 - j) capacity building, training, workshop or event organization;
 - k) stakeholder engagement, partnership-building or inter-institutional liaison.

Language:

Excellent oral and written command of English is required.

Knowledge of one or more languages used in South-Eastern Europe shall be considered an asset.

10. Required competencies, knowledge and skills

Candidates should demonstrate, to a degree appropriate for a senior managerial post, the following:

- a) Sound understanding of the political, administrative, social, economic and security context of South-Eastern Europe.
- b) Knowledge of regional cooperation mechanisms, international organizations and institutional environments relevant to disaster management, civil protection, resilience and emergency preparedness.
- c) Strong strategic planning, organizational and managerial skills.
- d) Proven leadership and team coordination capacity.
- e) Strong project and programme management skills, including planning, implementation, monitoring and reporting.
- f) Ability to manage priorities, deadlines and multiple workstreams in a complex, multicultural environment.
- g) Strong communication, drafting, presentation, representation and negotiation skills.
- h) Strong networking and relationship-building skills with public authorities, international organizations, donors and partners.
- i) Analytical thinking, sound judgment and problem-solving capacity.
- j) Experience in capacity building, knowledge sharing, event organization or institutional coordination.
- k) Familiarity with budgeting, reporting and resource management.
- l) Good command of standard office productivity and online collaboration tools.
- m) High standards of integrity, discretion, impartiality, professional independence and respect for confidentiality.
- n) Flexibility, teamwork orientation and availability for travel.

11. Application Procedure

The **job offer is open 30 calendar days - from 11th May to 12th June 2026 (23:59 CET)**. Applications received after the closing date shall not be considered.

All applications must be submitted **exclusively by email** to: secretariat@dppi.info

Each application must include the following documents (in English):

1. **Curriculum Vitae (CV)** in Europass format, which clearly outlines education, work experience, and relevant skills.
2. **Motivation/Cover Letter** — explaining the applicant's interest for the position, outlining how the candidate's profile matches the requirements.
3. **Copies of university diplomas or other relevant academic or professional certificates** (scanned versions are acceptable).
4. **Documents or information substantiating the claimed professional experience**, such as certificates of employment, appointment decisions, contracts, employer attestations or other equivalent supporting documents.
5. **At least one written professional reference** (including a contact person) attesting to each relevant prior work experience, which, when combined, meets the 5-year requirement.
6. A signed **declaration of availability and mobility**, confirming readiness to be based in Sarajevo and to undertake duty travel as required.
7. A signed **declaration of impartiality, integrity and absence of conflict of interest**.

Incomplete applications or applications not submitted in English may be excluded from further consideration.

12. Selection Procedure

The selection procedure shall be conducted in a transparent, merit-based and documented manner, in accordance with the applicable DPPI SEE internal procedures.

Stage 1 – Administrative and eligibility check

After the deadline for applications, the Chair-in-Office shall initiate an administrative and eligibility review of all applications received. A Selection Committee, composed of one representative from each of the DPPI SEE Trio member states, will evaluate the applications submitted by the candidates. The incumbent President will forward all applications received by the deadline to the Selection Committee. Applications shall be checked against the formal requirements of the call, including:

- submission within the deadline
- completeness of the application package
- compliance with the minimum education requirement
- compliance with the minimum professional experience requirement
- compliance with the language requirement

The Chair-in-Office will schedule a meeting of the Selection Committee within one calendar week following the application submission deadline, in order to evaluate the applications and draw up a shortlist of candidates. Only eligible applications shall proceed to the competitive evaluation stage.

Stage 2 – Evaluation of applications and shortlisting

The Selection Committee shall assess the eligible applications against the evaluation criteria and scoring grid set out in **Annex I** to this call.

Following the assessment, the Selection Committee shall prepare a short report containing:

- the list of eligible candidates
- the results of the documentary evaluation
- the shortlist of candidates proposed for interview

As a rule, the shortlist shall include the **top three to five candidates**, provided that they meet the minimum quality threshold established in Annex I.

Only shortlisted candidates shall be contacted.

Stage 3 – Interview and presentation

Shortlisted candidates shall be invited to an interview and presentation session.

The interview may take place in person, preferably in connection with a Regional Meeting, or exceptionally online if justified by operational or timing considerations.

Candidates shall be informed in advance that they must deliver a short presentation on their vision for the implementation of DPPI SEE objectives and the future development of the Initiative.

The interview commission shall be composed of the heads of delegation of DPPI SEE Parties present at the relevant meeting and chaired by the Chair-in-Office, unless otherwise decided under the applicable procedure.

The interview and presentation shall be scored in accordance with **Annex I**.

Stage 4 – Final ranking and selection

The candidate ranked first after the final scoring shall be proposed for selection.

In case of a tie, the candidate with the higher score in the competitive evaluation stage (stage 2) shall rank higher. If the tie persists, the matter may be decided by direct vote in accordance with the applicable internal procedure.

The final outcome shall be documented in writing.

13. Appointment

The appointment of the selected candidate shall be confirmed in accordance with the applicable DPPI SEE internal decision-making procedures.

Following the completion of the selection procedure, the employment contract shall be concluded with DPPI SEE, represented by the duly authorised signatory under the applicable internal rules.

The selected candidate shall be requested to provide original documents certifying compliance prior to signing of the employment contract.

14. Performance and accountability

The performance of the Head of the Secretariat shall be evaluated by the Chair-in-Office or by a person designated by the Chair-in-Office, in accordance with the applicable internal rules and performance expectations for the position.

15. Integrity, independence and confidentiality

The selected candidate shall be expected to perform the duties of the post with loyalty, discretion, independence and professionalism, acting solely in the interest of DPPI SEE.

The selected candidate shall neither seek nor accept instructions from any government, institution, organization or authority external to DPPI SEE in relation to the performance of official duties, except as provided under the applicable internal framework. Any formal representation of DPPI SEE or expression of institutional positions towards external actors shall be undertaken only on the basis of a prior mandate or authorization from the Chair-in-Office.

The selected candidate shall be bound by the applicable rules on confidentiality, integrity and conflict of interest.

16. Documents and data protection

The Employee shall maintain strict confidentiality regarding all non-public information, financial data, procurement records, correspondence, personal data and internal documents obtained in the course of employment, both during and after the term of this contract.

All files, records, databases, templates, correspondence and work products prepared, received or maintained in the performance of duties under this contract shall remain the property of DPPI SEE and shall be handed over upon request or upon termination of employment.

Any processing of personal data shall be carried out solely for legitimate organizational purposes and in accordance with applicable DPPI SEE rules, host-country requirements and relevant data-protection standards.

17. Additional information

DPPI SEE reserves the right not to make an appointment, not to proceed with the recruitment procedure, or to repeat the call if this is deemed necessary in the interest of the organization.

ANNEX I

Evaluation Criteria and Scoring Grid

A. Administrative and eligibility screening

The following requirements shall be assessed on a **pass/fail** basis:

- application submitted on time
- complete application package submitted
- Master's degree in a relevant field
- at least 5 years of relevant professional experience
- declarations signed and submitted

Candidates failing any mandatory eligibility requirement shall be excluded from the procedure.

B. Documentary evaluation – 100 points

Criterion	Max. points	Indicator	Scoring thresholds	Main evidence to be checked
1. Education and relevant professional training	12	1.1 Master's degree relevance	12 pts = Master's degree in a field directly relevant to the post, such as disaster management, civil protection, emergency management, risk management, public administration, governance, management, business administration, economics, law, international relations, security/defence studies, environmental studies, engineering. 8 pts = Master's degree in a related field with clear professional relevance to the post. 4 pts = Master's degree in a broader adjacent field with limited but defensible relevance.	Diploma, transcript, diploma supplement, recognition/equivalence if relevant
	8	1.2 Additional relevant academic / managerial / specialized training	8 pts = at least 3 relevant substantial trainings/certifications, of which at least 1 in management/leadership/project management/disaster management/civil protection/international cooperation/financial-administrative management. 6 pts = 2 relevant substantial trainings/certifications. 4 pts = 1 substantial relevant training/certification. 2 pts = only short courses / seminars / participation certificates with limited direct relevance. 0 pts = none evidenced.	Certificates, attestations, course completion documents
	10	1.3 Proficiency in English	10 pts = C2 certificate, or full academic degree completed in English, or at least 5 years of documented professional drafting/reporting/representation in English. 8 pts = C1 certificate or strong documented professional use of English over at least 4 years. 6 pts = B2 certificate or consistent documentary evidence of regular professional use of English over at least 3 years. 3 pts = English claimed, but documentary proof limited or indirect. 0 pts = no proof or clearly insufficient level.	Language certificate, degree taught in English, job descriptions, reference letters, publications, motivation letter and CV quality

Criterion	Max. points	Indicator	Scoring thresholds	Main evidence to be checked
2. Relevant professional experience	8	2.1 Length of relevant experience	8 pts = 10 or more years. 6 pts = 8–9 years. 4 pts = 6–7 years. 2 pts = 5 years to less than 6 years.	CV + employment certificates / contracts / appointment decisions / employer attestations
	6	2.2 Relevance and breadth of experience	6 pts = documented experience in at least 5 of the listed relevant areas. 4 pts = experience in 3–4 areas. 2 pts = experience in 2 areas. 1 pt = experience in only 1 area.	CV + supporting documents mapped against the call
	6	2.3 Level of responsibility and demonstrated results	6 pts = senior or high-responsibility roles with documented outputs/results, such as responsibility for projects, budgets, institutional coordination, reports, reforms, partnerships, deliverables. 4 pts = mid-level roles with clear deliverables/results. 2 pts = mainly supporting or technical roles with limited evidence of ownership/results. 0 pts = responsibilities/results unclear or not evidenced.	Job descriptions, attestations, project references, reports, appointment decisions
3. International, regional and stakeholder engagement experience	8	3.1 Experience in international or intergovernmental settings	8 pts = at least 5 years or multiple substantial assignments in international/intergovernmental/regional settings. 6 pts = 3–4 years or several substantial assignments. 4 pts = 1–2 years or occasional but meaningful exposure. 2 pts = limited or episodic exposure. 0 pts = none evidenced.	CV, employer attestations, project records, mission records
	6	3.2 Cooperation with public authorities, donors, international organizations or regional platforms	6 pts = regular and structured cooperation with at least 3 categories of stakeholders. 4 pts = regular cooperation with 2 categories. 2 pts = occasional cooperation or cooperation with only 1 category. 0 pts = not evidenced.	CV, reference letters, project documentation, role descriptions
	6	3.3 Representation, networking and partnership-building	6 pts = documented lead or regular representation in meetings, negotiations, conferences, working groups, partnership development or regional coordination. 4 pts = regular participation with liaison/networking functions. 2 pts = limited support role in representation/networking. 0 pts = not evidenced.	Agenda/programmes, letters, references, role descriptions, speaking engagements
4. Leadership, management and coordination capacity	6	4.1 Leadership roles held	6 pts = head/deputy head/team leader/programme leader for at least 3 years. 4 pts = coordinator/managerial role for at least 2 years. 2 pts = occasional leadership/acting responsibilities. 0 pts = no real leadership role evidenced.	Appointment decisions, attestations, organizational charts, references

Criterion	Max. points	Indicator	Scoring thresholds	Main evidence to be checked
	5	4.2 Supervision of teams or processes	5 pts = direct supervision of staff and/or responsibility for core organizational processes over a sustained period. 3 pts = functional or limited supervision of teams/processes. 1 pt = minimal supervision exposure. 0 pts = not evidenced.	Job descriptions, attestations, references
	4	4.3 Strategic planning experience	4 pts = lead role in preparing strategies, annual work plans, budgets, institutional reports or similar planning documents. 3 pts = regular substantive contribution. 1 pt = limited/occasional contribution. 0 pts = not evidenced.	Plans, reports, attestations, references
	5	4.4 Coordination of complex or multi-stakeholder activities	5 pts = lead coordination of complex projects/events/processes involving multiple institutions, countries or stakeholder groups. 3 pts = substantial coordination role in at least one complex activity or several medium-complexity activities. 1 pt = limited coordination exposure. 0 pts = not evidenced.	Project/event records, attestations, references
5. Motivation letter and overall written presentation of candidacy	3	5.1 Clarity and coherence	3 pts = very clear, well-structured, coherent and concise. 2 pts = generally clear, with minor issues. 1 pt = uneven or weakly structured. 0 pts = unclear, generic or poorly structured.	Motivation letter
	3	5.2 Understanding of the role and DPPI SEE mission	3 pts = demonstrates accurate and specific understanding of the role, the Secretariat and DPPI SEE's mission. 2 pts = partial but acceptable understanding. 1 pt = generic understanding. 0 pts = role/organization not understood.	Motivation letter
	2	5.3 Motivation, suitability and strategic orientation	2 pts = convincing motivation and credible fit, with realistic strategic orientation. 1 pt = acceptable but generic motivation. 0 pts = weak, formulaic or unconvincing.	Motivation letter
	2	5.4 Quality of written English	2 pts = excellent drafting quality, accurate and professional. 1 pt = adequate, with minor language issues. 0 pts = weak drafting quality.	Motivation letter and CV

Methodology:

- a) Points are awarded exclusively for information and achievements supported by documents submitted in the application by the deadline.
- b) If the same experience covers multiple sub-indicators, it may be counted toward multiple categories, but without artificially doubling the duration.
- c) In case of uncertainty regarding the duration of the experience, only the period that can be clearly determined from the documents will be considered.
- d) Each evaluator completes the scoring grid individually, and the final score is the arithmetic mean of the scores awarded by the evaluators.

- e) Failure to meet the minimum eligibility requirements results in the rejection of the application prior to the competitive evaluation.

D. Interview and presentation – 50 points

Criterion	Max. points	Indicator	Scoring thresholds
6. Strategic vision for DPPI SEE and the Secretariat	10	Understanding of DPPI SEE's role, mandate and main challenges	9–10 pts = demonstrates a very strong, accurate and nuanced understanding of DPPI SEE's role, institutional setting and challenges. 7–8 pts = demonstrates good understanding, with minor gaps. 5–6 pts = acceptable but rather general understanding. 1–4 pts = limited or superficial understanding. 0 pts = major misunderstanding or inability to explain the role of DPPI SEE.
	10	Realism and coherence of priorities and proposed approach for the mandate	9–10 pts = presents clear, realistic, well-prioritized and coherent objectives for the mandate, including institutional development, cooperation and visibility. 7–8 pts = presents good and relevant priorities, though not fully developed or prioritized. 5–6 pts = priorities are acceptable but generic or uneven. 1–4 pts = priorities are vague, weakly structured or insufficiently realistic. 0 pts = no credible strategic vision presented.
7. Leadership, judgment and problem-solving	8	Ability to prioritize and make sound managerial decisions	7–8 pts = responds in a structured, convincing and mature manner; identifies priorities correctly and justifies decisions well. 5–6 pts = generally sound prioritization and decision-making, with minor weaknesses. 3–4 pts = partially convincing responses, with limited structure or prioritization. 1–2 pts = weak prioritization and uncertain managerial judgment. 0 pts = unable to prioritize or justify decisions.
	7	Capacity to handle complex situations in a balanced, responsible and solution-oriented manner	6–7 pts = demonstrates strong ability to manage complex, multi-stakeholder or high-pressure situations in a calm, balanced and solution-oriented way. 4–5 pts = demonstrates good capacity, with generally realistic and responsible answers. 2–3 pts = acceptable but limited handling of complexity. 1 pt = weak handling of complex situations. 0 pts = no credible response to complex situations.
8. Communication, representation and stakeholder engagement	5	Oral communication skills in English: clarity, fluency and professionalism	5 pts = speaks fluent, clear and professional English, with strong comprehension and expression. 4 pts = very good English, with minor limitations. 3 pts = good working English, generally adequate for the post. 1–2 pts = noticeable weaknesses affecting clarity or precision. 0 pts = insufficient English for the post.

Criterion	Max. points	Indicator	Scoring thresholds
	5	Suitability for institutional representation and diplomatic interaction with stakeholders	5 pts = demonstrates strong representational ability, tact, balance, professionalism and diplomatic awareness. 4 pts = generally suitable for representational tasks, with minor limitations. 3 pts = acceptable but somewhat uneven. 1–2 pts = limited suitability for representational or diplomatic interaction. 0 pts = serious concerns regarding representational suitability.
9. Integrity, independence and overall suitability for the post	3	Understanding of ethics, impartiality, confidentiality and conflict-of-interest standards	3 pts = demonstrates clear, credible and mature understanding of ethics, confidentiality, impartiality and conflict-of-interest safeguards. 2 pts = generally adequate understanding, with minor gaps. 1 pt = limited or generic understanding. 0 pts = serious concerns or inability to address these standards.
	2	Overall credibility and fit for the position	2 pts = highly credible and convincing fit for a senior managerial and representational position. 1 pt = broadly acceptable fit, though with some reservations. 0 pts = significant concerns regarding overall suitability.

E. Final score and ranking

Following the documentary evaluation, only shortlisted candidates shall proceed to the interview and presentation stage.

The final ranking shall be established on the basis of the scores obtained by shortlisted candidates in the **interview and presentation stage**.

The candidate with the highest interview score shall rank first.

In case of a tie in the interview score, the higher score obtained under **B. Documentary evaluation** shall prevail.

If the tie still persists after application of the documentary evaluation score, the matter shall be submitted to a vote of the DPPI SEE member states, in accordance with the applicable procedure.

ANNEX II

Suggested text for declarations

1. Declaration of availability and mobility (to be signed and submitted along with the application)

I hereby confirm that, if selected, I am available to take up the position of Head of the DPPI SEE Secretariat, to be based in Sarajevo, Bosnia and Herzegovina, and to undertake official travel as required by the post.

2. Declaration of impartiality, integrity and absence of conflict of interest (to be signed and submitted along with the application)

I hereby declare that I will perform my duties independently, loyally, impartially and in the interest of DPPI SEE only. I further declare that I have no conflict of interest that could impair my independence or objectivity in relation to the position for which I am applying, and I undertake to disclose without delay any circumstance that could give rise to such a conflict.

3. Declaration of accepting the appointment (to be signed in the event of an appointment)

I solemnly undertake to perform the duties entrusted to me as a staff member of the Disaster Preparedness and Prevention Initiative for South-Eastern Europe (DPPI SEE) with loyalty, independence, discretion, integrity and professionalism, and to regulate my conduct solely with the interests of DPPI SEE in view.

I further undertake neither to seek nor to accept instructions, in relation to the performance of my duties, from any government, institution, organization or authority external to DPPI SEE, except as provided for under the applicable internal framework of DPPI SEE.

I also undertake to observe the applicable rules on confidentiality, impartiality and conflict of interest, and to ensure that any formal representation of DPPI SEE or expression of an institutional position on its behalf is undertaken only on the basis of a prior mandate or authorization, in accordance with the applicable internal procedures.