



VACANCY ANNOUNCEMENT

Context and environment

ReSPA is an International organisation set-up as a joint initiative of European Union and the countries of the Western Balkans to foster and strengthen regional cooperation in public administration, human resource management and civil service reform among its Member States. It seeks to offer excellent innovative and creative training events, networking activities, capacity building and consulting services to ensure that the shared values of respect, tolerance, collaboration and integration are reaffirmed and implemented throughout public administrations in the region. It is located in Danilovgrad, Montenegro. The following is a summary of the objectives of ReSPA:

- §□ To improve regional cooperation in the field of public administration
- §□ To support development of human resources in line with the principles of the European Administrative Space;
- §□ To promote professional networks in the region and beyond;
- §□ To contribute to strengthening the administrative capacities of ReSPA Member States as required by the European integration process.

These objectives are being addressed through tailored programmes and activities in the most prominent areas of governance such as policy making, human resource development (HRD), Ethics and integrity, EU accession, e-government, administrative procedures and public services, Public private partnerships and public procurement. The work of the Programme Manager (Legal) will be focused on a selected number of these dimensions, their comparative perspectives and, in particular, on the alignment of regional and national measures for Governance improvements.

ReSPA is now seeking to appoint a:-

Programme Manager (Legal)

Job Title	Programme Manager (Legal)		
Location	ReSPA	City	Danilovgrad, Montenegro
Reports to	Director	Duration	3 years, renewable once

Purpose of job

To design Capacity building programmes aimed to support Public governance enhancement through advanced cooperation amongst the Western Balkans countries and to implement regional activities that are providing added value to the national administrations, in terms of their administrative capacities, Human Resources development or advancement towards effective EU membership.

Certain parts of the role will be committed to support Governing board operations, to maintain Personnel administration, to sustain relations to Host Country and to provide legal support for contracting and procurement at ReSPA (up to 50%).

Accountabilities, Responsibilities and Main Duties

Accountabilities (results):	<ul style="list-style-type: none"> §□ Development, management and implementation of capacity building programmes for Governance improvements in ReSPA Members administrations in the areas of its responsibility, aligned with organisational strategic objectives §□ Development and implementation of consistent legal framework for ReSPA operations at level of its Governance, contracting, procurement, Host Country relations adjusted to meet the organisations strategic objectives
Responsibilities:	<ul style="list-style-type: none"> §□ Preparing/updating baseline analysis of the ReSPA Members in particular Governance areas §□ Providing inputs and contributing to the (methodology) development of the overall ReSPA programmes and donors' contracts §□ Managing communication and working with key stakeholders to design and plan a programme of activities and providing operating models §□ Managing implementation of the programme activities including contracting for the service delivery (Approve and sign contracts with, or travel expenses for external experts, and project/activity budgets of a value up to 4.999€) §□ Monitoring the programmes progress, resolving issues and undertaking corrective actions where appropriate to increase the impact and provide progress reports §□ Managing the programme's budget, monitoring expenditures against the achieved benefits §□ Ensuring that services and products are of appropriate level of quality, on time and within the budget §□ Improving legal framework for ReSPA operations and supporting ReSPA and Governance structures and operations including relations with Host Country §□ Ensuring legal compliance and standards in contracting, public procurement and other ReSPA activities
Main Duties	<ul style="list-style-type: none"> §□ Research, analysis and publications within ReSPA responsibilities §□ Programme planning and monitoring tools development: activities, target groups, budget, timeline, indicators §□ Coordination with internal and external stakeholders §□ Developing specifications for public procurement of services within areas of responsibility §□ Monitoring the legal framework, its implementation and undertaking corrective measures §□ Drafting standard contract and procurement templates for ReSPA use §□ Providing legal advice on the matters related to ReSPA operations.
Key relationships	
Programmes developed and managed by Programme Manager have wide range of impacts. Typically, such programmes will be focused on the 1-3 years delivery.	
External	Ranges of National (participants, representatives of ReSPA Members in its governance structures), Regional (i.e. Regional Cooperation Council) and International stakeholders (European Commission, OECD and its initiatives) are involved and interested in ReSPA Programme components. Interaction at the level of middle/senior management is expected. Programme achievements are directly linked with the impact and future development of business. Legal support to ReSPA Governing board and relations to other external partners including Host Country.
Internal	Coordination and harmonisation with other Programme managers horizontally, team work with assistants' pool and supporting services will be a significant factor. Alignment and cooperation with Programme operations is of significant relevance.
Specific features	
The position might require periodic travel within the Region and/or international travel and additional time for social and networking activities	
Person specification	

Academic Background	University degree (min 240 ETCS/ i.e. VII in one degree under pre-Bologna system) During the recruitment procedure (see below) additional points will be awarded to candidates with a diploma in the following field: law and candidates with advanced Master degree (300 ETCS)	
Professional Background	<input type="checkbox"/> Min 5 years of professional experience in Public governance areas related to Public administration improvement or EU accession facilitation <input type="checkbox"/> At least 3 years experience in Public administration or other sector dealing with international law, contracting and/or public procurement or personnel <input type="checkbox"/> Proven experience in training/networking curriculum development and management <input type="checkbox"/> Proven project management experience <input type="checkbox"/> Proven legal drafting experience	
Tools	Proven skills on Internet/MS Office software use and use of databases	
Languages	<input type="checkbox"/> Fluency and ability to write and communicate orally in English as ReSPA official language (C2 level required, as defined by European Language Portfolio, Council of Europe) <input type="checkbox"/> Mother tongue of one of ReSPA Members' languages	
Core Competencies (3rd level). Please refer to the 3 rd level competencies indicators		
<i>Delivery related</i>	<input type="checkbox"/> Achievement focus <input type="checkbox"/> Analytical /Conceptual ability <input type="checkbox"/> Legislative drafting skills	<input type="checkbox"/> Organisational alignment/awareness
<i>Strategic</i>	<input type="checkbox"/> Strategic thinking	<input type="checkbox"/> Team work and flexibility
<i>Interpersonal</i>	<input type="checkbox"/> Communication and negotiating <input type="checkbox"/> Diplomatic sensitivity	<input type="checkbox"/> Team work and flexibility
What the ReSPA offers		
<p>ReSPA provides dynamic and challenging multicultural working environment.</p> <p>Monthly salary is exempt of income tax in Montenegro and in addition annual leave allowance, allowance for the dependents and participation in Health and Social Insurance has been provided, subject to the eligibility.</p> <p>ReSPA is an equal opportunity employer and encourages all qualified candidates to apply.</p>		
Recruitment and selection procedure		

Applications should be submitted by completing the online application form, which is available at www.respaweb.eu, the closing date will be midnight on 25 July 2014. Late applications cannot be accepted.

No CVs, motivation letter or other documents are required at initial application stage.

Applications will be assessed utilising a 'competency' based approach, this will include:-

Stage One

- an online application form,

Stage Two

All applicants who meet the formal requirements will be invited to complete:-

- a series of short psychometric tests to measure candidates analytical and reasoning skills
 - competency related aptitude questionnaire
 - *an English language test
- these tests will be conducted online within a given timeframe*

Stage Three

The top performing candidates will be invited to:-

- *a short video interview
- these interviews will be conducted online within a given timeframe*

Stage Four

A final group of candidates will be invited to ReSPA (travel, accommodation and meals will be provided) to:-

- *participate in an observed and scored group negotiation and influencing exercise;
- *written test to assess legal drafting skills
- *a communications test involving making a presentation to the Selection Committee
- *a competency based interview

*(NOTE: * = Indicates elements which will be assessed and scored and form part of a candidate's overall score).*

Candidates invited to the final interview stage will receive further instructions on documents to be supplied.

PLEASE NOTE: It is the responsibility of the applicant to ensure that they meet the meet the minimum requirements to apply for the position. Applicants eligibility will not be checked unless they are under consideration for appointment and ReSPA will not be responsible for any costs or inconvenience to applicants who do not meet the minimum qualifications for the position.

For more information on the vacant position and procedure, please contact i.bajo@respaweb.eu.