

## VACANCY ANNOUNCEMENT

ReSPA is an international organisation established as a joint initiative of European Union and the countries of the Western Balkans to foster and strengthen regional cooperation in public administration reform and EU integration among its Member States. It seeks to offer excellent innovative and creative training, networking, 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. ReSPA's headquarters are located in Danilovgrad, Montenegro.

ReSPA objectives include:

- improving regional cooperation in the field of public administration
- supporting the development of human resources in line with the principles of the European Administrative Space;
- promoting professional networks in the region and beyond;
- contributing to the strengthening of the administrative capacities of ReSPA Member States as required by the European integration process.

These objectives are addressed through tailored programmes and activities in areas of governance such as policy making, human resource development (HRD), ethics and integrity, EU accession, e-government, administrative procedures, public-private partnerships and public procurement.

ReSPA is seeking to fill vacancies in the organisation at the level of:

### **Programme Manager (2)**

ReSPA provides a dynamic and challenging multicultural working environment and is committed to recruitment practices based primarily on merit whilst also respecting principles of equal access to employment, fairness, transparency, diversity and representation from all Members of ReSPA.

Bearing in mind the current composition of ReSPA staff, we would like to particularly encourage applications from citizens of Albania and Montenegro.

## Recruitment and selection procedure

Applications should be submitted by completing the online application form, which is available at [www.respaweb.eu](http://www.respaweb.eu), the closing date will be midnight on Friday 20 March 2015. 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;
- \*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 who are 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 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](mailto:i.bajo@respaweb.eu).

## Programme Manager (Role Profile)

Job Title	Programme Manager		
Location	ReSPA	City	Danilovgrad, Montenegro
Reports to	Director	Duration	3 years, renewable once
<b>Purpose of job</b>			
To design capacity building programmes aimed at supporting Public governance enhancement through advanced cooperation amongst the Western Balkans countries and to implement regional activities that are providing added value to national administrations, in terms of their administrative capacities, Human Resources development or advancement towards effective EU membership.			
<b>Accountabilities, Responsibilities and Main Duties</b>			
Accountabilities (results):	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		
Responsibilities:	<ul style="list-style-type: none"> <li>- Preparing/updating baseline analysis of the ReSPA Members in particular Governance areas</li> </ul>		
	<ul style="list-style-type: none"> <li>- Providing inputs and contributing to the (methodology) development of the overall ReSPA programmes and donors' contracts</li> <li>- Managing communications and working with key stakeholders to design and plan a programme of activities utilizing various methodologies</li> <li>- Managing the 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)</li> <li>- Monitoring the programmes progress, resolving issues and undertaking corrective actions where appropriate to increase impact and provide progress reports</li> <li>- Managing the programme's budget, monitoring expenditures and analyzing results against expected outcomes</li> <li>- Ensuring that services and products are of appropriate level of quality, on time and within the budget</li> </ul>		
Main Duties	<ul style="list-style-type: none"> <li>- Research, analysis and publication within ReSPA areas of responsibilities</li> <li>- Programme planning and monitoring: including activities, target groups, budgets, timelines, indicators</li> <li>- Coordination and communications with internal and external stakeholders</li> <li>- Developing specifications for public procurement of services within the areas of responsibilities</li> </ul>		
<b>Key relationships</b>			
Programmes developed and managed by Programme Manager have a wide range of impacts. Typically, such programmes will be focused on delivery over a 1-3 year period.			
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 component. Interaction at the level of middle/senior management is expected. Programme achievements are directly linked with the impact and future developments of business.		
Internal	Coordination and harmonization with other Programme managers horizontally, team work with assistants' pool and supporting services.		

<b>Specific features</b>	
The position might require periodic travel within the Region or international travel and additional time for social and networking activities	
<b>Person specification</b>	
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 fields: law, political science, public administration and economics and/or candidates with advanced Master degree (300 ETCS)
Professional Background	<ul style="list-style-type: none"> <li>- Min 5 years of professional experience in public governance areas related to public administration improvement or EU accession facilitation</li> <li>- Proven experience in training curriculum development and networking management</li> <li>- Proven project management experience</li> </ul>
Tools	Proven skills on Internet/MS Office software use and use of databases
Languages	<ul style="list-style-type: none"> <li>- Fluency and ability to write and communicate orally in English as ReSPA's official language (C2 level required, as defined <a href="#">European Language Portfolio, Council of</a>)</li> <li>- Mother tongue of one of ReSPA Members' languages</li> </ul>
<b>Core Competencies (3<sup>rd</sup> level).</b> Please refer to the 3 <sup>rd</sup> level competencies indicators	
<i>Delivery related</i>	<ul style="list-style-type: none"> <li>- Achievement focus</li> <li>- Analytical thinking</li> <li>- Drafting skills</li> </ul>
<i>Strategic</i>	<ul style="list-style-type: none"> <li>- Strategic thinking</li> </ul>
<i>Interpersonal</i>	<ul style="list-style-type: none"> <li>- Client focus</li> <li>- Diplomatic sensitivity</li> </ul>
	<ul style="list-style-type: none"> <li>- Managing resources</li> <li>- Teamwork and team leadership</li> </ul>
	<ul style="list-style-type: none"> <li>- Organizational alignment</li> </ul>
	<ul style="list-style-type: none"> <li>- Influencing and negotiating</li> </ul>