

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 administration 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:

Seconded National Experts (2)

in the field of

- 1. Human resource management/development**
- 2. Administrative procedures - laws and implementation**

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.

The concept and process of "Secondment" is based on European Commission practice and is explained in detail in the Decision of the ReSPA Governing Board No GB-SL D/03-2014 on the Rules on the Secondment of National Experts to ReSPA

Eligibility
<ul style="list-style-type: none"> Nationals of ReSPA Members or of acceding ReSPA Members¹ Public Administration employees, who have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and who shall remain in the service of that employer throughout the period of secondment Minimum eligibility criteria are provided in the attached Role Profile
Duration and conditions
<ul style="list-style-type: none"> The period of secondment may be either 6 months or 12 months depending on the granted period of leave Allowance of c.€1.500 per month + c.€300 housing allowance
Recruitment and selection procedure
<p>Applications should be submitted by completing the online application form, which is available at www.respaweb.eu, the closing date will be midnight on Friday, 20 March 2015. Late applications cannot be accepted. Except for the Secondment letter, no CVs, motivation letter or other documents are required at initial application stage. Candidates who are invited to the final interview stage will receive further instructions on documents to be supplied.</p> <p>Applications will be assessed utilising a 'competency' based approach, this will include:-</p> <p>Stage One</p> <ul style="list-style-type: none"> an online application form, <p>Stage Two</p> <p>All applicants who meet the formal requirements will be invited to complete:-</p> <ul style="list-style-type: none"> an English language test (<i>these tests will be conducted online within a given timeframe</i>) <p>Stage Three</p> <p>The top performing candidates will be invited to:-</p> <ul style="list-style-type: none"> a short video interview (<i>these interviews will be conducted online within a given timeframe</i>) <p>Stage Four</p> <p>A final group of candidates will be invited to ReSPA (travel, accommodation and meals will be provided) to:-</p> <ul style="list-style-type: none"> *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 <p>(NOTE: * = Indicates elements which will be assessed and form part of a candidate's overall score).</p>

¹For this purpose, public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks and the administrative services of local authorities as well as the decentralized administrative services of the State and such authorities.

Please note:

- Applicants are requested to submit a completed, signed and sealed “Secondment approval letter” (See *Appendix 1*) from the current employer (public institution) to the relevant ReSPA Liaison officer by the end of working hours on **Friday, 20 March 2015** (*contact details of ReSPA Liaison officers are available at www.respaweb.eu*). Failure to provide this letter will exclude an applicant from the selection process.

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

Appendix 1 - Secondment approval letter

Section A: Details of Applicant

Name of applicant:

Date of Birth:

Home Address:

Email address:

Section B: Details of Employer

Name of Employing Institution:

Type of Institution:

Please state legal form of Institution (State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks and the administrative services of local authorities as well as the decentralized administrative services of the State and such authorities)

Name of head of institution:

Telephone
number:

Official Address:

Email address:

Section C: Certification of secondment application experience and conditions

I hereby certify that: *(insert name of applicant)*

Has worked in this institution since: *(insert date)*

Position:

From:

To:

Main duties*:

Position:

From:

To:

Main duties*:

**.Please specify above how these duties relate to either (a) Human resource management/development, or (b) administrative procedures - laws and implementation*

If selected for a period of Secondment to ReSPA, the applicant will be paid/unpaid by this institution during the secondment period *(please circle as applicable)*

PAID UNPAID

[NOTE: Applicants will not be excluded if institution is unable to pay salary during period of secondment]

If selected for a period of Secondment to ReSPA, the applicant will be granted a period of leave *(please circle as applicable)*

6 12
MONTHS MONTHS

If selected for a period of Secondment to ReSPA, this institution will continue to bear responsibility for the applicant's social rights, social security and pensions during the period of Secondment. *(please circle as applicable)*

YES NO

[NOTE: Applicants will not be excluded if institution is unable to bear said responsibility]

If selected for a period of Secondment to ReSPA, the applicants administrative and employment status will be maintained during the period of secondment *(please circle as applicable)*

YES NO

Signed:

Date:

Place:

Seal

Appendix 2. – Role Profile

**Seconded National Expert
(Role Profile)**

Job Title	Seconded National Expert		
Location	ReSPA	City	Danilovgrad, Montenegro
Reports to	Director and/or designated Programme Manager	Duration	6 or 12 months depending on the granted period of leave
Purpose of job			
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, especially in the field of (1) Human resources management and/or development systems or (2) Legal administrative procedures			
Accountabilities, Responsibilities and Main Duties			
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"> - Preparing/updating baseline analysis of the ReSPA Members in particular Governance areas 		
	<ul style="list-style-type: none"> - Providing inputs and contributing to the (methodology) development of the overall ReSPA programmes and donors' contracts - Managing communications and working with key stakeholders to design and plan a programme of activities utilising various methodologies - 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) - Monitoring the programmes progress, resolving issues and undertaking corrective actions where appropriate to increase impact and provide progress reports - Managing the programme's budget, monitoring expenditures and analysing results against expected outcomes - Ensuring that services and products are of appropriate level of quality, on time and within the budget 		
Main Duties	<ul style="list-style-type: none"> - Research, analysis and publication within ReSPA areas of responsibilities - Programme planning and monitoring: including activities, target groups, budgets, timelines, indicators - Coordination and communications with internal and external stakeholders - Developing specifications for public procurement of services within the areas of responsibilities 		
Key relationships			
Programmes developed and managed by a Seconded National Expert 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 harmonisation with other ReSPA SNEs and Programme Managers, team, working with assistants' pool and supporting services.		

Specific features	
The position may require periodic travel within the Region or international travel and additional time for social and networking activities	
Person specification	
Academic Background	<p>University degree (min 240 ETCS/ i.e. VII in one degree under pre-Bologna system)</p> <p>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)</p>
Professional Background	<ul style="list-style-type: none"> - Minimum of three years experience of administrative, legal, scientific, technical, advisory or supervisory functions within a Public administration sphere; - Proven project management experience; - Minimum of 24 months experience in either <ul style="list-style-type: none"> (a) human resource management/ development policy OR (b) administrative procedures laws, regulations and/or implementation
Tools	Proven skills in Internet/MS Office software
Languages	<ul style="list-style-type: none"> - Fluency and ability to write and communicate orally in English as ReSPA's official by European Language Portfolio, Council of language (B2 level required, as defined) - Mother tongue of one of ReSPA Members' languages
Core Competencies (3rd level). Please refer to the 3 rd level competencies indicators (available at www.respaweb.eu)	
<i>Delivery related</i>	<ul style="list-style-type: none"> - Achievement focus - Analytical thinking - Drafting skills
<i>Strategic</i>	<ul style="list-style-type: none"> - Strategic thinking
<i>Interpersonal</i>	<ul style="list-style-type: none"> - Client focus - Diplomatic sensitivity