



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 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

Job Title	Programme Manager		
Location	ReSPA	City	Danilovgrad, Montenegro
Reports to	Director	Duration	3 years, renewable once
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, Human Resources development or advancement towards effective EU membership.			
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:	- 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 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 	
Main Duties	<ul style="list-style-type: none"> - Research, analysis and publication 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 the areas of responsibilities 	
Key relationships		
Programmes developed and managed by Programme Manager have a 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 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 will be influenced.	
Specific features		
The position might require periodic travel within the Region 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 fields: law, political science, public administration and economics and candidates with advanced Master degree (300 ETCS)	
Professional Background	<ul style="list-style-type: none"> - Min 5 years of professional experience in Public governance areas related to Public administration improvement or EU accession facilitation - Proven experience in training curriculum development and networking management - Proven project management experience 	
Tools	Proven skills on Internet/MS Office software use and use of databases	
Languages	<ul style="list-style-type: none"> - Fluency and ability to write and communicate orally in English as ReSPA's official language (C2 level required, as defined by European Language Portfolio, Council of Europe) - 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>	<ul style="list-style-type: none"> - Achievement focus - Analytical thinking - Drafting skills 	<ul style="list-style-type: none"> - Managing resources - Teamwork and team leadership
<i>Strategic</i>	<ul style="list-style-type: none"> - Strategic thinking 	<ul style="list-style-type: none"> - Organizational alignment

Interpersonal	<ul style="list-style-type: none"> - Client focus - Diplomatic sensitivity 	- Influencing and negotiating
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 dependents and participation in Health and Social Insurance has been provided for, subject to eligibility.</p> <p>ReSPA is an equal opportunity employer and encourages all qualified candidates to apply.</p>		
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 25 July 2014. Late applications cannot be accepted.</p> <p>No CVs, motivation letter or other documents are required at initial application stage.</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"> • a series of short psychometric tests to measure candidates analytical and reasoning skills • competency related aptitude questionnaire • *an English language test <p><i>these tests will be conducted online within a given timeframe</i></p> <p>Stage Three</p> <p>The top performing candidates will be invited to:-</p> <ul style="list-style-type: none"> • *a short video interview <p><i>these interviews will be conducted online within a given timeframe</i></p> <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><i>(NOTE: * = Indicates elements which will be assessed and scored and form part of a candidate's overall score).</i></p> <p>Candidates invited to the final interview stage will receive further instructions on documents to be supplied.</p> <p>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.</p> <p>For more information on the vacant position and procedure, please contact i.bajo@respaweb.eu.</p>		