

VACANCY ANNOUNCEMENT FOR THE POSITION OF PROGRAMME ASSISTANT

Status of employee: Technical Employee

Vacancy issued: 21 April 2017

Deadline for application: 12 May 2017

Background

The Regional School of Public Administration (ReSPA) is the inter-governmental organization for enhancing regional cooperation, promoting shared learning and supporting the development of public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia. ReSPA's purpose is to help governments in the Western Balkan region develop better public administration, public services and overall governance systems for their citizens and businesses, and prepare them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how.

ReSPA is seeking to fill vacancy in the organisation at the level of one **Programme Assistant**. Nationals of ReSPA Members are eligible to apply.¹

Conditions of Employment

The Programme Assistant has the status of a technical employee and is not given privileges and immunities envisaged for ReSPA International Staff.

The starting monthly gross salary for this position is **1,150.00 EUR**. In accordance with the Host Country Agreement, ReSPA is not responsible for payment of compulsory contributions and taxes for its technical employees but rather it is individual responsibility of each employee.

The contract will be concluded for one-year period with possibility of extension.

¹ If the applicant is not citizen of Montenegro, Host Country to ReSPA, it is his/her personal responsibility to obtain the residence permit if employed by ReSPA.

Key requirements

- Bachelor's degree in relevant area of study (min 180 ECTS)
- At least 3 years experience in a similar role in Public Administration or private sector
- Proven experience in institutions or organisations similar to ReSPA
- Proven skills on Internet/MS Office software use and use of databases
- Fluency and ability to write and communicate orally in English as ReSPA official language
- Mother tongue of one ReSPA Members' languages

Qualified candidates are invited to send their Curriculum Vitae and a cover letter that should explain how they meet requirements of the position. The application consisting of the CV and cover letter (both in English) should be submitted by 12 May 2017 by 17:00 p.m. via email to recruitment@respaweb.eu. Late applications cannot be accepted.

Only shortlisted candidates will be contacted.

Candidates who are invited to the testing phase will receive further instructions on documents to be supplied.

Testing phase will consist of the following:

- Written test to ensure a candidate meets the specified competency or skills,
- Presentation/communication exercise and
- Competency based interview.

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, please, contact i.bajo@respaweb.eu.

The detailed role profile of the position is attached to the Vacancy announcement.

Job Title	Programme Assistant			Technical staff	
Location	ReSPA	City	Danilovgrad, Montenegro	Gross salary €	1,150.00
Reports to	Programme Manager/Programme Manager (Legal)	Duration	1 year	Allowances	<ul style="list-style-type: none"> • Health insurance • Support for social insurance contribution • Annual Vacation
Purpose of job					
To assist in the smooth functioning of the ReSPA operations by supporting the Director, Coordinator of Programme Activities and Programme Managers in the effective delivery of programme activities, meetings, seminars and other events by providing administrative, technical, logistics, reception, financial or communications support and services – as assigned by the Director					
Accountabilities, Responsibilities and Main Duties					
Accountabilities (results):	<ul style="list-style-type: none"> • Ensuring that ReSPA delivers programme activities in efficient and effective manner through delivery of high quality organisation supports for meetings, seminars and similar events • Preparation, implementation and maintenance of appropriate documentation, records and related systems 				
Responsibilities:	<ul style="list-style-type: none"> • Organisational and logistical responsibility for preparing, organising, implementing and following up training seminars, conferences, networking events and other capacity building projects • Liaise with Liaison Officers in the ReSPA members' administrations • Marketing of activities, incl. mailing campaigns, input for the ReSPA website, online platforms and newsletter • Maintain contacts and networks with experts, participants and suppliers • Provide general support to Programme Managers and the Director on activity/project related issues 				
Main Duties:	<ul style="list-style-type: none"> • Assist in the preparation of reports for GB and other stakeholders • Drafting (together with Programme Managers) and controlling budgets for activities and projects • Summarise participant evaluations of activities, drafting post-activity reports and reports on the impact evaluation • Establishment and maintenance of mailing lists, project and correspondence archives, etc. • Assisting in administrative and logistical aspects of project acquisition, including preparation of tenders • Maintain ReSPA documentation center and lending system and provide guidance to users of the documentation centre • Marketing and dissemination of ReSPA publications • Maintenance of content on ReSPA website and other ICT systems including Learning Support Systems and ReSPA databases and applications • Assist in the procurement of goods and services related to Programme Activities • Reception and event organisation duties • Scanning and importing invoice data into EDOPS (only invoices related to Programme Activities) • Other duties of a similar level of responsibility as may be directed • Should archive and register all documentation related to Programme activities 				
Key relationships					
The nature of the Assistants is such that a variety of key relationships will be required in particular with stakeholders and internal staff					
External	<ul style="list-style-type: none"> • Ranges of National (participants, representatives of ReSPA Members in its governance structures, Liaison Officers), Regional and International stakeholders (European Commission, OECD, EU based Schools/Institutes for Public administration etc.) are involved and interested in ReSPA Programmes thus interactions at various levels. • Interactions with experts and contractors of professional services • Interactions with suppliers and contractors of corporate support services for programme activities 				
Internal	<ul style="list-style-type: none"> • Coordination and team work with other Programme Managers, Coordinator of Programme Activities and Operations and Finance Manager, other Assistants and general services will be a significant factor 				
Specific features					
The position might require periodic travel to the Region or international travel and additional time for social networking activities.					
Person specification					
Academic Background	<ul style="list-style-type: none"> • Bachelor's degree in relevant area of study (min 180 ECTS) 				
Professional Background	<ul style="list-style-type: none"> • At least 3 years' experience in a similar role in Public Administration or private sector, • Proven experience in institutions or organisations similar to ReSPA 				
Tools	<ul style="list-style-type: none"> • 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 official language Mother tongue of one ReSPA Members' languages 				
Core Competencies (3rd level) Please refer to the 3 rd level competencies indicators					
Delivery related	<ul style="list-style-type: none"> • Achievement focus • Analytical thinking • Drafting skills 	<ul style="list-style-type: none"> • Managing resources • Teamwork and team leadership 			
Strategic	<ul style="list-style-type: none"> • Strategic thinking 	<ul style="list-style-type: none"> • Organisational alignment 			
Interpersonal	<ul style="list-style-type: none"> • Client focus • Diplomatic sensitivity 	<ul style="list-style-type: none"> • Influencing and negotiating 			