



ReSPA

Regional School
of Public Administration

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ReSPA Activities are
Financed by the EU

VACANCY ANNOUNCEMENT

Training Manager

ReSPA is an International Institution set-up as a joint initiative of European Union and the Western Balkan countries working towards fostering and strengthening the 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 the public administrations in the region. It is located in Danilovgrad, Montenegro. The foregoing 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 European Administrative Space;
- ✓ To promote regional professional networks in the region and beyond;
- ✓ To contribute to strengthening of administrative capacities of ReSPA Member States as required by the European integration process.

ReSPA is therefore looking for a:

Training Manager

Main responsibilities and tasks are:

- The main tasks of the training manager include:
 - ✓ The identification, design, planning and implementation of training activities, conferences and networking events for civil servants and public sector managers from the ReSPA members' public administrations on topics related to public management, HR management and development, inter-personal skills development and cross-border cooperation aspects of European Integration, including certain EU policies and law
 - ✓ Management of foreign donor-sponsored projects for the target groups and in the fields mentioned above.
 - ✓ In the medium term: Same as above, but incl. business acquisition, research for ReSPA publications and delivery of presentations/facilitation of training sessions in own programmes.
- The training manager's key responsibilities include:
 - ✓ Initiating, developing and conducting training and networking activities
 - ✓ Acquisition and management of contracts, either bilaterally from one or more ReSPA members or from foreign donors, e.g. the EU, UNDP or USA, including preparation of tender proposals
 - ✓ Drafting activity and other project reports, etc.
 - ✓ Lecturing or in other ways facilitating training sessions, using modern training methodologies
 - ✓ Research for and production of ReSPA publications and training materials, incl. case studies and other inter-active sessions

- ✓ Establishing and maintaining relevant networks
- ✓ Drafting budgets and monitoring use of budgeted funds (in co-operation with the Programme Assistants and the Director of Finance).

- Reporting

- ✓ The training manager reports to the ReSPA Director

Educational, professional and other requirements:

- Post graduate university degree (minimum MA level or equivalent) in political science, economics, law, public administration/management, EU Integration/law or similar.
- Min 4 years of professional experience from a national public administration authority dealing with some of the issues mentioned above under “Main tasks and responsibilities”.
- Project management and related skills (e.g. proposal writing, project implementation and reporting).
- International working experience and affinity for working with people from different cultural backgrounds.
- Demonstrated excellent consultancy and communication competencies.
- Excellent PC and internet skills; experience or affinity to work with e-learning tools will be an advantage.
- Mother tongue of one of the official languages of the ReSPA members.
- The equivalent of the CEF level C2 in both spoken and written English as defined by “the Council of Europe in the European Language Portfolio”. The CEF C2-level is defined as follows: “Practically anything heard or read can be easily understood; is able to summarise information from different verbal and written sources, construct arguments and prepare a coherent report thereof; is able to express oneself spontaneously, fluently and precisely and can make distinctions between minor nuances, even in more complex situations; this is the language level of a highly qualified *near-native* speaker.”
- Willingness and ability to travel
- Holder of a passport of a ReSPA member state (i.e. AL, BIH, HR, MK, MNE and SRB).

Advantage may be given to the candidates who also posses:

- Supplementary education or experience in developing curriculums and programmes related to training management cycle
- Experience and knowledge in policy analysis related to the public governance
- Experience and knowledge in different methods of international cooperation (i.e. Open method of Coordination (OMC), Peer reviews, etc.)

Salary:

The starting salary is € 3500.

In addition, ReSPA can offer an annual leave allowance and – subject to certain conditions – an allowance for dependents and a contribution towards the Training Manager’s Health and Social insurance.

Application:

- Formal requirements:

- ✓ Applications should consist of the following three elements: A motivation letter, an updated CV and scanned copies of relevant educational diplomas and certificates (including obtained grades) as well as certificate or other proof of the required English language skills as well as references from previous employers or other proofs for educational, professional and advantage requirements.

- ✓ The motivation letter and CV must be written in English.
- ✓ Diplomas, certificates and references should be submitted as follows: A scanned copy of the original diploma/certificate/references, and a translation hereof into English.
- ✓ Applications can be submitted by e-mail only.

If you are interested in this position, please send your application containing all three elements by e-mail to the ReSPA Secretariat before 04 November 2013 (midnight).

The application should be addressed to:

The ReSPA Secretariat

81410 Danilovgrad, Montenegro

Attn.: Ms. Ivana Bajo

e-mail address: recruitment@respaweb.eu

Selection Process and Principles:

- The Selection Process is divided into various stages, the first being a formal pre-selection: Incomplete applications (i.e. which are sent by other means than e-mail and which do not meet the formal application requirements mentioned above) will be rejected and returned to the applicant with a request to submit all the necessary elements. ***Only complete applications received within the deadline mentioned above will be considered eligible for the merit-based evaluation.***
- All eligible applications will be subject to a review based on relevance and merit, the objective of which review is to identify the three (minimum) to five (maximum) applicants to be invited for selection interviews. Invitations for the selection interviews will be issued to the applicants with the most relevant combination of education, experience and language skills.
- Selection interviews will be organised in Danilovgrad on 12-13 December 2013 and will be conducted by an international committee consisting of up to five members, including the ReSPA Director, one or more Governing Board members and one or more international experts. The final selection will be based on the principle of merit.

More information:

For more information about the position and the recruitment procedure, please contact Ms.Ivana Bajo by email at recruitment@respaweb.eu

For general information about ReSPA, please check ReSPA's website www.respaweb.eu.