

VACANCY ANNOUNCEMENT

FOR THE RECRUITMENT AND SELECTION OF THE DIRECTOR OF THE REGIONAL SCHOOL OF PUBLIC ADMINISTRATION (ReSPA)

Introduction and background

ReSPA is an international organization established as part of a joint initiative by the European Union and the Western Balkans administrations. ReSPA Members are Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia, while Kosovo*¹ is a beneficiary. ReSPA's purpose is to help governments in the region to develop better public administration, public services and overall governance systems for their citizens and businesses, and prepare for the membership to the European Union. The strategic goal of ReSPA is to contribute to the effective response of the public administrations of ReSPA members to the needs of citizens and businesses. It is achieved through strengthened regional cooperation in the area of Public Administration Reform (PAR) and EU Integration. In order to achieve its strategic goal, ReSPA is focused on achieving the following specific objectives:

- Improved implementation of PAR and PFM Strategies in the Western Balkans,
- Improved professionalization and depoliticization of the Senior Civil Service,
- Improved quality of public services.

ReSPA establishes close co-operation with Ministers, senior public servants and heads of units in Member countries. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighborhood and Enlargement Negotiations (DG NEAR), other regional actors such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations. Since its inception, ReSPA, as an international organization and a key regional endeavor in Public Administration Reform, has contributed to capacity-building and networking activities through in-country support mechanisms, peering and the production of regional research materials.

In June 2020, ReSPA was awarded "Effective CAF-USER" Label, the European Quality Label, as proof of the overall excellent institutional performance. This prestigious award came as a recognition of the commitment and enthusiasm of the entire ReSPA team, after more than two years of CAF implementation within the organization. In February 2021, the Ministers from ReSPA Members established within ReSPA the Regional Quality Management Center (RQMC). The Center provides regional expertise in Quality Management and assists public administrations in strengthening their capacities to implement Quality Management tools and systems. Through RQMC activities, ReSPA aims to upgrade administrations' quality management as a prerequisite for better work performance and better public services.

The Governing Board of ReSPA is now seeking to appoint the Director of the organization to

¹ *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

provide leadership, inspiration and vision and to further develop the work of ReSPA. The Director is an *ex-officio* member of the Board and will be appointed on a 5-year contract, renewable once.

During the period of performance of his/her duties in the Host Country (Montenegro), the ReSPA Director will be entitled to the same privileges and immunities as the ones accorded to a Head of diplomatic mission in the Host Country, in accordance with the Vienna Convention on Diplomatic Relations of 18 April 1961.

The Role of Director

The Director *is the Head of the ReSPA Secretariat* and is responsible for ensuring the regular and efficient functioning of ReSPA according to the Financial Regulations and Staff Regulations.

The Director is responsible for the leadership /direction of ReSPA as well as for the strategic and operational functioning of the organization. He/She reports directly to the Governing Board. The person appointed to the position of Director will be required to provide visible, inspirational and strategic leadership both internally within ReSPA for the management team and other staff and externally through the promotion of ReSPA as a resource to ReSPA Members in the development of quality public services.

The Director is responsible for creating a positive working environment within ReSPA and for providing the vision and the clarity of purpose for managers and staff. He/She will possess the necessary operational expertise to ensure that resources are efficiently and effectively mobilized and that the necessary skills mix is developed within ReSPA to ensure that the organization can make a significant contribution towards the development of quality public services across the ReSPA Members.

This appointment is being made at a time when ReSPA has substantially consolidated its role in the Western Balkans as a regional hub on PAR, PFM and European Integration is seeking to further expansion where opportunities for the development of its role and services can be explored.

The Director will display strong advocacy, representational and promotional skills and a willingness to work in the external environment in close proximity to the member states, the European Union and other international organizations and agencies in order to foster greater buy-in for the mission of ReSPA and to develop new supports, products and effective partnerships that will add real value throughout the region.

The Director will work closely with the Governing Board, and other high-level networks, in developing ReSPA as a key support and source of expertise and excellence to enable the strengthening of democratic governance and trust in public services in the Western Balkans. S/he will be required to work effectively and diplomatically to ensure that strategies are communicated, understood and supported across the membership at both Ministerial and senior official levels. The development of a positive working relationship with the ReSPA Members and the European Union is a critical success factor for the Director and for the effectiveness of ReSPA throughout the region.

Essential Requirements:

Academic Background

- University degree (min 240 ETCS) i.e. VII in one degree under pre-Bologna system

During the recruitment procedure, additional points will be awarded to candidates with a diploma in the following fields: law, political science, public administration, human resources and economics and/or additional points for candidates with an advanced Master degree (300 ETCS).

Professional Background

- Minimum 8 years of specific professional experience in areas related to public governance, public administration improvement or EU accession facilitation;
- Minimum 5 years of appropriate people management experience in a leadership role;
- Relevant experience, in depth knowledge and sound understanding of public administration reform or EU accession facilitation;
- Experience in digitalization of processes and use of remote technologies;
- Experience in leadership development, organizational change management, training or related consultancy.

Preferred Qualifications

- Knowledge and experience in quality management area and management/coordination of regional projects
- Knowledge and Experience in managing or coordinating policies, programs or projects in the areas of e-gov, better regulation and in the development and digital transformation of HR.

Languages

- Fluency and ability to write and communicate orally in English, which is the official language of communication of ReSPA;
- Mother tongue level of one ReSPA Members' languages;
- Multi-languages capability shall be considered an asset.

Nationality

- Candidates must be nationals of one of ReSPA Members (Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia)

Key competencies:

- Analysis and problem solving
- Communicating
- Delivering quality and results
- Learning and development
- Prioritizing and organizing
- Resilience
- Working with others
- Leadership
- Job specific competencies

Recruitment and selection procedure

The **European Personnel Selection Office (EPSO)** will be responsible for the recruitment process of ReSPA Director.

Suitably qualified applicants should submit:

- a cover letter where they shall clearly outline how they meet the essential requirements specified for this position and their motivation,
- a Curriculum Vitae,
- complete the Key Achievements Statement that is available on-line indicating their experience and achievements under the various competency areas that are outlined.

Applications should be submitted to NEAR-A2-RESPA@ec.europa.eu by sending:

1. Cover letter

2. Curriculum Vitae and

3. Key Achievement Statement, which is available to download at the same link where this announcement is published.

All documents shall be written and submitted in English.

The deadline for receipt of applications **is midnight (CET), 3rd November, 2021.**

Late or incomplete applications cannot be accepted. No other documents are required at initial application stage.

The Stages of the process

I. Short-listing

Applicants will be shortlisted and scored against the requirements of the position on the basis of their CVs and the information provided in the Cover Letter and Key Achievements Statement.

Note: Applicants shall be eliminated from the process after any phase if they fail to achieve a specified standard.

II. Assessment Centre

As a result of the shortlisting the highest ranked candidates will be invited to an Assessment Centre. The Assessment Centre will consist of a role simulation exercise, a personality profile, a short oral and written presentation, and a competency-based interview. The Selection Committee will rank the candidates in order of performance at the entire Assessment Centre against the competencies outlined for the role of Director.

III. Appointment Process

The top ranked candidates who are then deemed eligible and most suitable for the position will be recommended by the Selection Committee to the Governing Board (Ministerial level) for appointment to the position.

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 the relevant service in the European Commission to: NEAR-A2-RESPA@ec.europa.eu

CANVASSING/LOBBYING IN ANY FORM WHATSOEVER WILL AUTOMATICALLY DISQUALIFY AN APPLICANT



ReSPA activities are funded
by the European Union