



## **VACANCY ANNOUNCEMENT FOR THE POSITION OF PROGRAMME MANAGER**

**Status of employee: International Staff**

**Vacancy issued: 03.06.2020**

**Deadline for application: 24.06.2020**

**Expected starting date: 01.11.2020. at the latest**

### **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, Montenegro, North Macedonia 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 Manager**

The Programme Manager has the status of International Staff and is given privileges and immunities under the international law. Nationals of ReSPA Members are eligible to apply.

**Salary range gross €2,500 – €3,000 per month + allowances**

Monthly salary is exempt from income tax in Montenegro in accordance to the Host Country Agreement concluded between ReSPA and the Government of Montenegro, and in addition to the housing and annual leave allowance, an allowance for dependents and participation in Health and Social Insurance has been provided for, subject to eligibility.

The contract will be concluded for three years period, renewable twice based on annual performance evaluation. with the probation period of 6 months. If the operational situation of the organisation requires, the position can be abolished at any time before the expiration of the contract.

## **Key requirements**

- 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 an additional points for candidates with an advanced Master degree (300 ETCS)
- Min 5 years of professional experience in Public governance areas related to Public administration improvement or EU accession facilitation
- Proven experience in training/networking curriculum development and management
- Proven project management experience
- 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 – CV (please use the attached template), a cover letter and a Key Experience Statement which should explain how they meet requirements of the position and what is their motivation for working with ReSPA. **The application consisting of the CV (please use the attached template), Cover letter and a Key Experience Statement (all in English) should be submitted by 24.06.2020. by 17:00 CET via email to [recruitment@respaweb.eu](mailto: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:**

- English language test organised in cooperation with a suitable testing institution (min B2 level required);
- integrity questionnaire;
- personality questionnaire;
- cognitive ability test;
- behavioral simulation(s);
- competency based interview;
- technical written test;
- technical expert interview.

**PLEASE NOTE:** It is the responsibility of the applicant to ensure that he/she meets the minimum requirements to apply for the position. 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](mailto:i.bajo@respaweb.eu).

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

Job Title	Programme Manager			International staff	
Location	ReSPA	City	Podgorica, Montenegro	Gross salary scale €	2500 – 3000
Reports to	Director	Duration	3 years, renewable twice	Allowances	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Child dependance</li> <li>• Health and social insurance contribution</li> <li>• Annual Vacation</li> </ul>
<b>Purpose of job</b>					
To design Capacity building programmes aimed to support Public governance enhancement through advanced cooperation amongst the Western Balkans countries and to implement regional activities that are providing added value to the national administrations, in terms of their administrative capacities, Human Resources development or advancement towards effective EU membership.					
<b>Accountabilities, Responsibilities and Main Duties</b>					
Accountabilities (results):	<ul style="list-style-type: none"> <li>• Development, management and implementation of the Capacity building programmes for Governance improvements in ReSPA Members administrations in the areas of its responsibility, aligned with organisation strategic objectives</li> </ul>				
Responsibilities:	<ul style="list-style-type: none"> <li>• Preparing narrative reports for all projects for which s/he is in charge and sending those reports to Coordinator of Programme activities on review and approvals</li> <li>• Preparing project proposals</li> <li>• Preparing/Updating baseline analysis of the ReSPA Members in particular Governance areas</li> <li>• Providing inputs and contributing to the (methodology) development of the overall ReSPA programmes and donors' contracts</li> <li>• Managing communication and working with key stakeholders to design and plan a programme of activities and providing operating models</li> <li>• Monitoring the programmes progress, resolving issues and undertaking corrective actions where appropriate to increase the impact and provide progress reports</li> <li>• Development and managing the programme's budget, monitoring expenditures against the achieved benefits</li> <li>• Ensuring that services and products are of appropriate level of quality, on time and within the budget</li> <li>• Ensuring that ReSPA activities, events and publications, etc. are communicated and disseminated widely to stakeholders through its website or other <i>online</i> platform and, where appropriate media and other relevant channels</li> <li>• Liaise with National coordinators in the ReSPA members' administrations</li> </ul>				
Main Duties:	<ul style="list-style-type: none"> <li>• Research, analysis and publication within ReSPA responsibilities</li> <li>• Programme planning and monitoring tools development: activities, target groups, budget, timeline, indicators</li> <li>• Coordination with internal and external stakeholders</li> <li>• Developing specifications for public procurement of services within the areas of responsibilities</li> <li>• Specific duties in relation internal and corporate services as may be assigned from time to time by the ReSPA Director (e.g. Human Resource Management, Communications, Information technologies, etc.)</li> <li>• Preparation of terms of reference</li> <li>• Performs duties in accordance with the internal control procedures;</li> </ul>				
<b>Key relationships</b>					
Programmes developed and managed by Programme Manager have wide range of impacts. Typically, such programmes will be focused on the 1-3 years delivery. In addition, Host Country relations, personnel interaction and contracting relations to external partners are essential for the organization image and reputation.					
External	<ul style="list-style-type: none"> <li>• Ranges of National (participants, representatives of ReSPA Members in its governance structures), Regional (i.e. Regional Cooperation Council) and International stakeholders (European Commission, OECD, EU based Schools/Institutes for Public administration etc.) are involved and interested in ReSPA Programme components. Interaction at the level of middle/senior management is to be expected. Programme achievements are directly linked with the impact and future developments of business.</li> </ul>				
Internal	<ul style="list-style-type: none"> <li>• Coordination and harmonisation with other Programme managers horizontally, team work with assistants' pool and supporting services will be a significant factor. Alignment and cooperation with Programme operations is of significant relevance.</li> </ul>				
<b>Specific features</b>					
The position will require periodic travel within the Region and international travel and additional time for social networking activities					
<b>Person specification</b>					
Academic Background	<ul style="list-style-type: none"> <li>• University degree (min 240 ETCS) i.e. VII in one degree under pre-Bologna system</li> <li>• 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 an additional points for candidates with an advanced Master degree (300 ETCS)</li> </ul>				
Professional Background	<ul style="list-style-type: none"> <li>• Min 3-5 years of professional experience in Public governance areas related to Public administration improvement or EU accession facilitation</li> <li>• Proven experience in training/networking curriculum development and management</li> <li>• Proven project management experience</li> </ul>				
Tools	<ul style="list-style-type: none"> <li>• Proven skills on Internet/MS Office software use and use of databases</li> </ul>				
Languages	<ul style="list-style-type: none"> <li>• Fluency and ability to write and communicate orally in English as ReSPA's official language (Fluency in English will be tested through the selection process)</li> <li>• Mother tongue of one ReSPA Members' languages</li> </ul>				
<b>Core Competencies (3<sup>rd</sup> level)</b> Please refer to the 3 <sup>rd</sup> level competencies indicators					
Delivery related	<ul style="list-style-type: none"> <li>• Achievement focus</li> <li>• Analytical thinking</li> <li>• Drafting skills</li> </ul>		<ul style="list-style-type: none"> <li>• Managing resources</li> <li>• Teamwork and team leadership</li> </ul>		

Strategic	<ul style="list-style-type: none"><li>• Strategic thinking</li></ul>	<ul style="list-style-type: none"><li>• Organizational alignment</li></ul>
Interpersonal	<ul style="list-style-type: none"><li>• Client focus</li><li>• Diplomatic sensitivity</li></ul>	<ul style="list-style-type: none"><li>• Influencing and negotiating</li></ul>

4 Minimum of working experience shall be defined at vacancy notice within the given range