



VACANCY ANNOUNCEMENT

FOR THE POSITION OF “PROGRAMME MANAGER”

Status of employee: International Staff

Vacancy issued: 31.07.2023

Deadline for application: 15.09.2023

Expected starting date: 01.12.2023, at the latest

Background

[The Regional School of Public Administration](#) (ReSPA) is an 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 support governments in the Western Balkans to develop better public administration, public services and overall governance systems for their citizens and businesses, and assists them in the EU accession process. Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through capacity-building programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews, mobility schemes and development of know-how.

ReSPA is seeking to fill a vacancy in the organization at the level of one **Programme Manager**.

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

Salary range gross €3,000 – €3,600 per month + allowances

Monthly salary is exempt from income tax in Montenegro in accordance with 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.

Considering the current composition of ReSPA staff, the Secretariat particularly encourages applications from citizens of Serbia.

The employment contract will be concluded for three years period, renewable twice based on annual performance evaluation, with a probation period of 6 months. If the operational situation of the organization 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 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

Interested and qualified candidates are invited to submit:

- a cover letter;
- the Curriculum Vitae – CV (please use the attached template);
- a Key Experience Statement which should explain how they meet the requirements of the position and what their motivation is for working with ReSPA (please use the attached template).

The application consisting of the CV, Cover letter and a Key Experience Statement (all in English) should be submitted by 15.09.2023 by 17:00 CET via email to recruitment@respaweb.eu. Late applications cannot be accepted.

Only shortlisted candidates will be contacted.

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

The testing phase will consist of the following:

- English language test organized 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 respa-info@respaweb.eu.

The detailed role profile of the position can be seen below:

ROLE PROFILE

Job Title	Programme Manager			International staff	
Location	ReSPA	City	Podgorica, Montenegro	Gross salary scale €	3000 – 3600
Reports to	Director	Duration	3 years, renewable twice	Allowances	<ul style="list-style-type: none"> • Housing • Child dependance • Health and social insurance contribution • Annual Vacation
Purpose of job					
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.					
Accountabilities, Responsibilities and Main Duties					
Accountabilities (results):	<ul style="list-style-type: none"> • Development, management and implementation of the Capacity building programmes for Governance improvements in ReSPA Members administrations in the areas of its responsibility, aligned with organization strategic objectives 				
Responsibilities:	<ul style="list-style-type: none"> • 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 • Preparing project proposals • Preparing/updating baseline analysis of the ReSPA Members in particular Governance areas • 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 • Monitoring the programmes progress, resolving issues and undertaking corrective actions where appropriate to increase the impact and provide progress reports • Development and 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 • 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 • Liaise with National coordinators in the ReSPA members' administrations 				
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 • 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.) • Preparation of terms of reference <p>Performs duties in accordance with the internal control procedures;</p>				
Key relationships					
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"> 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. 	
Internal	<ul style="list-style-type: none"> Coordination and harmonization 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. 	
Specific features		
The position will require periodic travel within the Region and international travel		
Person specification		
Academic Background	<ul style="list-style-type: none"> 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) 	
Professional Background	<ul style="list-style-type: none"> Min 3-5 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 	
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's official language (Fluency in English will be tested through the selection process) 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"> Organizational alignment
Interpersonal	<ul style="list-style-type: none"> Client focus Diplomatic sensitivity 	<ul style="list-style-type: none"> Influencing and negotiating