

JOB PROFILE

Public Policies Innovations and Digitalization officer

Introduction

The [Regional School of Public Administration \(ReSPA\)](#) is an international inter-governmental organisation established to enhance regional cooperation, promote shared learning and support the development of public administration in the Western Balkans. ReSPA Members are the Republic of Albania, Bosnia and Herzegovina, Montenegro, the Republic of North Macedonia, and the Republic of Serbia, while Kosovo*¹ is a beneficiary of ReSPA activities. ReSPA's purpose is to assist governments in the Western Balkans to 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). The decision-making body of ReSPA is the Governing Board composed of the Member governments' representatives while the European Commission participates in its works in the capacity of Observer. The activities of ReSPA are executed by its Secretariat which is located in Danilovgrad, Montenegro.

The European Commission (EC) provides directly managed funds for support of ReSPA activities (trainings, workshops, networking meetings, research and other various capacity development activities) in line with the PAR Agenda and EU accession process. The overall objective financed by the upcoming EC grant contract (expected to be concluded by end of 2022 for three years' period) is to assist the reforming of public administrations in the Western Balkans in line with the Principles of Public Administration and European integration, contributing, among others, to good governance. The specific objective of the action grant is to strengthen and enhance capacities, innovative practices and regional co-operation in the area of Public Administration Reform (PAR) and improve the implementation of the key horizontal governance aspects identified in the national PAR strategies.

Two of the priorities that ReSPA will be tackling in the following 3 years (2023-2026) is "Digitalization of public services" as well as "public policy planning". In the Western Balkans it has resulted that impacting policy is difficult, not only because of the challenges of translating research into action, but also because of challenges inherent in the policymaking process itself. This complexity raises questions about the future direction of policy innovation. To advance, public servants need to understand the opportunities and pitfalls associated with different kinds of innovations and how they can be strategically implemented for success. ReSPA aims to assist the public sector to be more proactive and intentional in using innovation to achieve outcomes. Together with its Member administrations, ReSPA strives to make governments work better and achieve public outcomes.

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Understanding ambitions and topics of interest in PAs to accelerate the process of digitalization, as well as different level of progress achieved, ReSPA will focus on key areas such as: a) enhancing the level of digitized services and “digital awareness”, data management and interoperability, use of emerging technologies and b) the benefits of data driven administration, value of open data and of using the governmental data for knowledge-based economy.

Programme activities in this area will be defined to achieve two mutually reinforcing objectives:

- Raising the level of capacities for digitalization of public services;
- Boosting the innovative and future looking approach in developing digital services.

Considering the current organisation of the ReSPA Secretariat, the objectives and priorities of the revised ReSPA Strategy 2019-2024 and of the upcoming EC Grant contract, ReSPA shall rely on the services of a full-time **Public Policies Innovations and Digitalisation Officer**.

Purpose

The Public Policy Innovations and Digitalization Officer (PPIDO) will be responsible for delivering wide-ranging policy support across ReSPA Member administrations through providing assistance on national and regional policy issues, development and implementation of capacity building programmes on digitalization in the context of the Western Balkans, and implementing policies and strategies that support ReSPA’s vision to be the PAR regional hub (especially in digitalization area), thus contributing to the implementation of the objectives of the ReSPA Strategy 2019-2024. The officer will closely liaise with ReSPA Programme Managers and assist them in embedding public policy innovation elements in the thematic activities of ReSPA. This position will help ReSPA to forefront innovation and new developments in the region in terms of public policy and digitalization.

The PKMO shall operate under the guidance of the Director of ReSPA and in close cooperation with other relevant ReSPA managerial staff. This position is classified as “international staff”.

Main Objectives of the position

The main objectives of the **Public Policies Innovations and Digitalisation officer** are to:

- Strengthen foresight and anticipation as well as build actions in assessing, strengthening, and measuring the innovative capacity of the public sector;
- To facilitate ReSPA programme direction as regards the innovation processes in developing or upgrading public policies in the ReSPA thematic areas by networking and advocacy that is necessary for the uptake and scaling up of the innovative solutions in enhancing public policies;
- To strengthen ReSPA profile in development and implementation of capacity building programmes in the sub-area of “Digitalization of public services and data for knowledge-based economy” (hereinafter “digitalization”);

Tasks and Responsibilities

Specifically, the PPIDO shall perform the following main tasks and responsibilities:

1. Support in designing and implementation of actions and initiatives in the area of foresight and anticipatory innovation governance at the centre of government (CoG) as well as assess, strengthen and measure the innovative capacity of the public sector.
2. Contribute to innovative public sector capacity studies and action-oriented support, including using systems thinking and systems approaches for analysis, developing practical reports and plans.
3. Along with ReSPA Programme Managers, work with WB administrations to improve their innovative capacity and strategic foresight systems.
4. Identify gaps, test new approaches, and bring successful models in enhancing public policies with elements of innovation.
5. Propose scaling of public policies so that they can be mainstreamed and eventually adopted.
6. Identify issues pertaining to development of the digitalization at national and regional level by continuous observing and analysis of the changes in the needs, potentials, plans and activities across the WB public administrations so that ReSPA programme activities in this domain are aligned with the prevailing trends.
7. Monitor the development of the good practices and the specific actions undertaken by other international and regional organisation in the domain of digitalization and inform accordingly.
8. In coordination with the Line Programme Manager, develop the proposal for programme activities in the Digitalization sub-area ensuring that they are relevant, feasible, and in accordance with the strategic objectives from ReSPA Strategy and overall programme directions from the EC Grant contract.
9. In coordination with the Line Programme Manager, engage in the implementation of the defined programme activities pertaining to the annual Programme of Work for the digitalization sub-area ensuring that the projects/activities within the annual programme are delivered on-time, within the scope and to budget.
10. Prepare the drafts of the Report on the implemented activities with the recommendation for future actions.
11. Contribute to the monitoring of the activities and actions in Digitalization sub-area during the Annual monitoring exercise.
12. Contribute to the maintenance of the PAR Knowledge platform by mapping relevant projects, good examples and initiatives in the domain of digitalization, good governance and public policies.
13. Other tasks in the field of public policy innovations, digitalization and horizontal aspects that may occur during the assignment, and are closely related to ReSPA activities.

Necessary qualifications and skills

The PPIDO shall possess the following qualifications and experience:

- University degree (min. 240 ECTS), preferably Master degree (300 ECTS)² in digitalization, public management, public administration, innovation, international relations, European studies, or related fields;
- Minimum 7 years of cumulative experience in dealing with digitalization, public policies, innovation, research, public sector development in private, public sector or international organisations in the Western Balkans or wider;
- Demonstrated experience in developing concept documents, planning/development documents/initiatives as well as experience in project management;
- Proficiency in English language (C Level as defined by the Common European Framework of Reference for Languages), and at least one official language of ReSPA Members;

The PPIDO shall possess the following skills, competencies and core values:

- Excellent understanding of public policies, evidence-based policy making, better regulation
- Excellent knowledge of digitalisation and innovation in Public Administration;
- Advanced computer literacy;
- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Excellent drafting, presentation and organisational skills, proven communication skills and ability to work in an environment requiring collaboration with multiple actors.
- Demonstrated professional competence to meet responsibilities and task requirements, and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results orientation: plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Teamwork: is able to interact, establish and maintain effective working relations with a culturally diverse team;
- Demonstrates integrity and fairness by modelling ReSPA values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Time-frame and Location

The PPIDO will be engaged within the period of the EC Grant implementation and will be based in Danilovgrad, Montenegro. The initial contract will be concluded for one year with the probation period of six months and possibility of extension upon satisfactory performance up to the expected final date of EC Grant Contract implementation period (31.12.2025).

Expected starting date: February 2023.

Eligibility

Applicants must be nationals of the ReSPA Members.

Remunerations

² Additional points will be awarded to candidates with Master degree (300 ECTS).

The gross monthly salary envisaged for this engagement is up to EUR 3,100.00. The applicant may benefit from the applicable privileges and immunities envisaged for ReSPA International Staff by the Host Country Agreement concluded between ReSPA and the Government of Montenegro.

Application Information

Interested and qualified applicants are invited to send the below documents scanned by 20 January 2023, by 17:00, Central European Time, via e-mail to recruitment@respaweb.eu. The application should contain in the e-mail the following reference: *Application for vacant position Public Policies Innovations and Digitalisations Officer*.

The submitted documentation will include the following scanned documents:

1. Motivation letter explaining the motivation and suitability of the candidate for the vacancy (up to two pages);
2. Curriculum Vitae including information on relevant education, knowledge, experience and contact details (not longer than 4 pages);
3. University Diploma/s;
4. Certificate proving C level of English or equivalent (level defined by the Common European Framework of Reference for Languages).

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JOB PROFILE

Partnership and Knowledge Management Officer

Introduction

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The European Commission (EC) provides directly managed funds for support of ReSPA activities (trainings, workshops, networking meetings, research and other various capacity development activities) in line with the PAR Agenda and EU accession process. The overall objective of the upcoming EC grant contract is to assist the reforming of public administrations in the Western Balkans in line with the Principles of Public Administration and European integration, contributing, among others, to good governance. The specific objective of the action grant is to strengthen and enhance capacities, innovative practices and regional co-operation in the area of Public Administration Reform (PAR) and improve the implementation of the key horizontal governance aspects identified in the national PAR strategies.

As a regional organization, ReSPA maintains active communication with a number of stakeholders in the region as well as Europe. The successful implementation of the ReSPA activities and goals requires cooperation and coordination with a number of entities that have similar mission within the Western Balkan region. ReSPA will seek to develop activities and initiatives in partnership with other European, regional and international partners and shall be open to partnering and identify synergetic links with other regional initiatives (even on sectoral level).

During 2023 ReSPA shall establish a PAR Knowledge Management platform that shall support the respective administrations in learning how modern administrations work, screens trends in public administration nowadays, pools knowledge, identifies and promotes good practices. The

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platform will map relevant projects and initiatives in the domain of good governance and PAR (repository), thus enabling members to share best practices, learn from each other's experience and also liaise with EU PAs and their knowledge base – aiming to equip governments and public servants with fresh a vision, new knowledge, tools and networks as well as explore new possibilities. The platform will be developed in an agile way with participation of a number of stakeholders who will benefit from the platform. Mapping of experiences and sharing of lessons learned will be expanded to other areas as well. Through the platform, ReSPA will also continue to strengthen networking with the EU.

Finally, in the course of the upcoming years, ReSPA shall focus more efforts on enhancing dialogue and coordination with potential donors active in the region.

Considering the current organisation of the ReSPA Secretariat, the objectives and priorities of the revised ReSPA Strategy 2019-2024 and of the upcoming EC Grant contract, ReSPA shall rely on the services of a full-time Partnership and Knowledge Management Officer.

Purpose

The Partnership and Knowledge Management Officer (PKMO) will be in charge for developing the Knowledge management platform, promote its usage as well as maintain it constantly updated. The officer shall also tackle business development as well as supporting the fulfilment of horizontal aspects, such as programming, reporting, monitoring, evaluation, identification of training opportunities, etc.; all related to the activities implemented under the Grant. Furthermore, the officer will devote part of the time to steer regional donor coordination and institutional partnerships.

Through this position, ReSPA will intensify dialogue with international and other recognized organizations/institutions, with the aim of identifying potential areas for cooperation and paving the way for the implementation of more initiatives.

The PKMO shall operate under the guidance of the Director of ReSPA and in close cooperation with other relevant ReSPA managerial staff. This position is classified as “international staff”.

Main Objectives of the position

The Objectives of the PKMO are to:

- Ensure that ReSPA develops and maintains strong and effective institutional partnerships towards the implementation of the ReSPA Strategy;
- Strengthen ReSPA's contribution in the region as a policy hub by boosting results achieved through the implementation of the actions under the Knowledge Management Platform;
- Support PA in developing internal collaborative capacities for knowledge management and cross-service cooperation;
- Strengthen implementation of horizontal aspects in ReSPA such as programming, reporting, monitoring and evaluation;

- Strengthen internal capacities of the ReSPA Secretariat through promoting a learning environment in ReSPA;
- Advocate among main stakeholders to accept, promote, and implement PAR, especially related to the complex thematic areas covered by the ReSPA Programme of Work;

Main tasks and responsibilities

The PKMO shall be a horizontal position within ReSPA Secretariat liaising and interacting with all thematic areas of ReSPA portfolio. The Job Profile of the PKMO shall be- indicatively built on three main pillars: i) Partnership (inter-institutional) building and donor relationships; ii) management of the Knowledge Management Platform; iii) horizontal aspects: programming, reporting, monitoring, evaluation, capacity building.

The PKMO shall perform the following main tasks and responsibilities:

1. Develops and implements a Partnership Strategy that supports ReSPA Strategy and that ensures the very best of relationships with partners, donors and others;
2. Ensures that all personnel understand the importance of the Partnership Strategy and how it relates to them, and that they are fully involved in its implementation;
3. Develops strategic partnership-building approaches with regional organizations, donor community, civil society, private sector, youth, academia, host-country government and other key stakeholders, and ensures effective engagement of these stakeholders in ReSPA actions and initiatives;
4. Supports, backstopping, guidance and training of ReSPA staff in partnership matters at all levels;
5. Works on fundraising activities for the ReSPA programmes and initiatives, assists the development of project proposals, concept notes, identifies calls for projects and advises ReSPA staff on these matters;
6. Assess the potential of proposed targeted areas of work, for which donors would be sought and matched; making recommendations on the design of initiatives/activities in response to specific needs and priorities;
7. Maintains a database of information relating to Partners' and Donors' requirements and goals, and such other details as are relevant to the development and maintenance of those partnerships;
8. Co-develops with the Legal Manager and manages/monitors Memorandum of Understandings as may arise from partnerships;
9. Supports ReSPA Staff in designing, establishing and managing of the Knowledge Management Platform as well as the peer-bench learning mechanism, aiming to support the development and dissemination of knowledge and experience through enhanced communication, strengthened knowledge products and publications;
10. Identifies new areas and analyse existing knowledge management support in various programmes, organizations and in-country support activities;
11. Provides advice to ReSPA staff in integrating knowledge management into their regional activities and country support activities and other aspects of ReSPA operations;

12. Supports ReSPA staff in horizontal aspects, such as programming and reporting.
13. Coordinates the monitoring of ReSPA Activities, the annual ReSPA monitoring exercise as well as the final evaluation of the results of the EC grant contract;
14. Drafts an internal training plan and identifies training/development opportunities for ReSPA Secretariat;
15. Other tasks in partnership building, knowledge management and horizontal aspects that may occur during the assignment, and are closely related to ReSPA activities.

Necessary qualifications and skills

The PKMO shall possess the following qualifications and experience:

- University degree (min. 240 ECTS), preferably Master degree (300 ECTS)² in development studies, public administration, innovation, communication, international relations, European studies, or related fields;
- Minimum 7 years of cumulative experience in dealing with business development, partnership building (inter-institutional relationships), knowledge management, public sector development in private, public sector or international organisations in the Western Balkans or wider;
- Demonstrated experience in developing reports, concept documents, planning/development documents/initiatives, budgets and/or monitoring and evaluation of actions or projects;
- Proficiency in English language (C Level as defined by the Common European Framework of Reference for Languages), and at least one official language of ReSPA Members;

The PKMO shall possess the following skills, competencies and core values:

- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations;
- Excellent understanding of knowledge management philosophy, scope and goals;
- Advanced computer literacy;
- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Excellent drafting, presentation and organisational skills, proven communication skills and ability to work in an environment requiring collaboration with multiple actors including donor community, government representatives, international organizations.
- Demonstrated professional competence to meet responsibilities and task requirements, and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results orientation: plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Teamwork: can interact, establish and maintain effective working relations with a culturally diverse team;
- Client orientation: can establish and maintain productive partnerships with regional and national partners and stakeholders, and pro-actively identify and address the needs of beneficiaries and partners;

² Additional points will be awarded to candidates with Master degree (300 ECTS).

- Demonstrates integrity and fairness by modelling ReSPA values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Time-frame and Location

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Expected starting date: February 2023.

Eligibility

Applicants must be nationals of the ReSPA Members.

Remunerations

The gross monthly salary envisaged for this engagement is up to EUR 3,100.00. The applicant may benefit from the applicable privileges and immunities envisaged for ReSPA International Staff by the Host Country Agreement concluded between ReSPA and the Government of Montenegro.

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JOB PROFILE

Communication and Visibility Officer

Introduction

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Considering the current organisation of the ReSPA Secretariat, as well as significant work load for ensuring proper communication and visibility of the activities and actions implemented under the EC grant contract, ReSPA shall rely on the services of a full-time Communication and Visibility Officer.

Purpose

The Communication and Visibility Officer (CVO) will support ReSPA with enhancing visibility and outreach to stakeholders, and will boost the implementation of the Communication and Visibility Action Plan. The communication officer will ensure solid promotion of the activities through professional communication with the relevant audience and ensuring the visibility of the results

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achieved by ReSPA as well as overall results on PAR agenda at regional level and in ReSPA members.

Communication and visibility should be performed in accordance with the current Communication and Visibility Plan (Annex 1), while the development of the new Communication and Visibility Plan shall be assigned to the future CVO in cooperation with ReSPA Secretariat, to be developed in line with the EU-financed External Actions requirements (the document is available on the following [link](#)).

The CVO shall operate under the guidance of the Director of ReSPA and in close cooperation with other relevant ReSPA managerial staff. This position is classified as “international staff”.

Objectives and Scope of the position

The Objectives of the CVO are to:

- Strengthen ReSPA’s communication and visibility component by highlighting results achieved through the implementation of the EC grant contract;
- Ensure that ReSPA has in place and implements an all-inclusive and regularly updated Communication Strategy and action plan;
- Involve ReSPA staff and Governing Board members in communication and advocacy activities with the purpose of promotion of programmatic results and relevant recommendations for PAR enhancement;
- Boost the visibility and impact of the most important ReSPA research documents, such as policy papers and regional comparative studies;
- Attract wider interests and deepen public awareness related to the importance of having and linking strategic projects with regional practical needs, with cross-cutting and value-added effects;
- Increase internal capacities and boost available resources towards identifying and promotion of good practices, recommendations and policies resulting from ReSPA work processes and its outcomes.

The Scope of this position is closely related to reaching out to the following target audiences:

- Direct beneficiaries of ReSPA activities (public institutions in ReSPA Members and Kosovo* whose representatives are either involved in ReSPA activities or are directly supported by ReSPA: senior and mid-level public servants working in the ministries and governmental agencies responsible for PAR and European Integration, and in other relevant line ministries);
- High-ranking officials and PR officers of ReSPA’s partner ministries/ regional key decision makers;
- Organizations that ReSPA collaborates with in assisting the Western Balkan governments to introduce and support PAR (European and global change agents committed to social/political change and reform for development, European and regional organisations connected with PAR, relevant agencies in the EU countries, academic and research institutions in the Western Balkans and the EU);

- Promoters of effective PAR and regional cooperation (business associations, professional organizations, youth associations and regional organisations);
- National and international media in the Western Balkans;

Main tasks and responsibilities

The CVO should use communications and advocacy mechanisms and tools that are the most appropriate in the ReSPA's programme outreach efforts towards the target audiences, in order to positively impact the standing of ReSPA activities financed by the EC Grant contract in the region that it covers, as well as among partners, with special emphasis on the European Commission (EC) as the main donor.

The CVO shall perform the following main tasks:

1. Conceptualize, develop, implement, monitor and update the multi-annual Communication and Visibility Plan (CVP);
2. Develop, implement and monitor the annual communication and visibility plans and related indicative budgets;
3. Develop and implement, in consultation with ReSPA managerial staff, the communication practices and visibility guidelines in relation to the implemented activities financed by the EC Grant;
4. Oversee the publishing and dissemination process of the ReSPA publications, policy analysis, research documents, news, activities and actions, ensuring the highest standard of quality and accuracy;
5. Maintain ReSPA website (assist in creating contents, check-up the website on daily basis and proposes changes, uploads approved content, etc.);
6. Develop content and increase communication and visibility of ReSPA in Social Media channels/platforms with its stakeholders, expert groups and community of practitioners;
7. Draft news/press releases/articles/interviews/publications/reports/event announcements, etc. on the ReSPA activities, intended for external distribution and website;
8. Contribute to ReSPA online knowledge management platform;
9. Assist the ReSPA Secretariat in developing and maintaining regular contacts with communications and public relations departments in partner institutions, moderate and involve them to participate on joint events; in collaboration with them, prepare media advisories to announce events to the media;
10. Provide communication advice and support to the ReSPA staff;
11. Support in collecting materials for preparing event short video clips/teasers/reels and annual or target-based video clips, containing statements from the ReSPA stakeholders and/or the Secretariat, including their distribution through media, social media and other appropriate channels;
12. Provide support in presenting important ReSPA's results – including ReSPA Members' success stories, using as many communication channels as possible;
13. Monitor external communication activities, including analysis and regular reporting on outcomes;

14. Develop and prepare ToRs related to the communication and visibility activities as well as contacts media/production companies/suppliers, when designated;
15. Other tasks in the field of communications and visibility that may occur during the assignment, and are closely related to ReSPA activities, such as helping in preparation of the ReSPA reporting documents.

Necessary qualifications and skills

The CVO shall possess the following qualifications and experience:

- University degree (min. 240 ECTS), preferably Master degree (300 ECTS)², in public relations, communication, journalism, social sciences, or related fields;
- Minimum 7 years of experience in dealing with communications, media, marketing in private or public sector institutions / organisations in the Western Balkans, experience with EU financed projects or similar;
- Demonstrated experience in drafting communication and visibility campaigns, plans, budgets, newsletters, managing of information for websites, management of social media, and/ or drafting reports in the English language;
- Proficiency in English language (C Level as defined by the Common European Framework of Reference for Languages), and at least one official language of ReSPA Members;

The CVO shall possess the following skills, competencies and core values:

- Advanced computer literacy;
- Good understanding of web-design and social media;
- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Excellent organisational skills, proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, international organizations, and other stakeholders.
- Demonstrates professional competence to meet responsibilities and task requirements, and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results orientation: plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Communication: possesses excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Teamwork: is able to interact, establish and maintain effective working relations with a culturally diverse team;
- Client orientation: is able to establish and maintain productive partnerships with regional and national partners and stakeholders, and pro-actively identify and address the needs of beneficiaries and partners;
- Demonstrates integrity and fairness by modelling ReSPA values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

² Additional points will be awarded to candidates with Master degree (300 ECTS).

Time-frame and Location

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Remunerations

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JOB PROFILE

Project Assistant

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Considering the current organisation of the ReSPA Secretariat, as well as significant work load for ensuring proper administrative, documentation and archiving requirements experienced in the implementation of EC Grants, the need for solid administrative support in this area is necessary to be provided.

Purpose and classification

The purpose of engagement of the full-time Project Assistant (PA) is to provide the ReSPA Secretariat administrative and logistic support for the implementation of the activities financed by the EC Grant contract. The project assistant will carry out a wide variety of organization duties for participants to activities, which are related to the following tasks: financial issues, compliance with procedures, and archiving. The PA shall operate under the guidance of the Operations and Finance Manager (OFM).

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This position is classified as “technical and service staff”.

Main tasks and responsibilities

The Project Assistant performs administrative tasks according to the instructions and ensures smooth communication between all relevant parties. The PA shall be involved in all phases of the project, which results in a broad range of tasks. The PA should support ReSPA Operation and finance area in daily task in connection to actions covered by the EC grant.

The PA is expected to perform the following main tasks:

Under the supervision of the OFM, carry out a wide variety of financial, logistic, administrative, compliance and documentation-related duties for ReSPA activities, which shall include the following main tasks:

1. Collects analytical data on the amount of funds necessary to be financially committed per event and presents them to the Program Assistants to ensure compliance with the approved event budget lines by the OFM.
2. Follows up on budget execution per event and for overall EC budget.
3. Processes invoices and follow up with service providers, suppliers and partners as needed.
4. Provide administrative support during events organization and budget preparation.
5. Provide logistic support in organization of activities and initiatives of ReSPA.
6. Drafts reports from the ReSPA business information system using the Business intelligence module.
7. Assist in public procurements of goods and services with collecting the offers or quotas within the framework agreement procedures.
8. Collects and distributes finance related documentation regarding review, validation and follow-up document processing, compliant with the set processes and time limits set by ReSPA financial actors.
9. Supports the necessary overview status reports for including recording data in the bookkeeping system.
10. Keeps records of all information related to the action for documentation purposes, clarification and presentation to management.

11. Assists reporting processes to the EC, auditors and other necessary reporting actors.
12. Conducts other administrative, logistics and financial tasks, as required by the work process.

Necessary qualifications and competences

The PA shall possess the following minimum qualifications and experience:

- University degree (min. 240 ECTS) in areas such as: administrative studies, management, economy, finance, or other relevant areas suitable for the position;
- Minimum 3 years of experience in dealing with administrative affairs, finance and accounting related affairs, public procurement in/for the private/public-sector institutions and/or international organisations in the Western Balkan region and/or with EU financed projects;
- Good knowledge of English language (at least B1 Level as defined by the Common European Framework of Reference for Languages), and fluency in at least one official language of ReSPA Members;

The PA shall possess the following skills, competencies and core values:

- Advanced computer literacy;
- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Demonstrates professional competence to meet responsibilities and task requirements, and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results orientation: plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Communication: possesses excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Teamwork: is able to interact, establish and maintain effective working relations with a culturally diverse team;
- Client orientation: is able to establish and maintain productive partnerships with regional and national partners and stakeholders, and pro-actively identify and address the needs of beneficiaries and partners;
- Demonstrates integrity and fairness by modelling ReSPA values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Time-frame and Location

The PA will be engaged within the period of the EC Grant implementation and will be based in Danilovgrad, Montenegro. The initial contract will be concluded for one year with the probation period of six months and possibility of extension upon satisfactory performance up to the expected final date of EC Grant Contract implementation period (31.12.2025).

Expected starting date: February 2023.

Eligibility

Applicants must be nationals of the ReSPA Members and if not citizens of Montenegro, should obtain the work permit in Montenegro.

Remunerations

The gross monthly salary envisaged for this position is up to EUR 1,800.00 which is subject to applicable taxes and contributions. The employee is responsible for the payment of taxes and other contributions.

Application Information

Interested and qualified applicants are invited to send the below documents scanned by 20 January 2023, by 17:00, Central European Time, via e-mail to recruitment@respaweb.eu. The application should contain in the e-mail the following reference: *Application for vacant position Project assistant*.

The submitted documentation will include the following scanned documents:

1. Motivation letter explaining the motivation and suitability of the candidate for the vacancy (up to two pages);
2. Curriculum Vitae including information on relevant education, knowledge, experience and contact details (not longer than 4 pages);
3. University Diploma/s;
4. Certificate proving at least B1 level of English or equivalent (level defined by the Common European Framework of Reference for Languages).

The original documents referred to above (points 3 and 4) have to be presented to ReSPA only if the applicant is invited to the further selection process phases.

Only shortlisted applicants will be contacted.