



## Terms of Reference

*Expert for development of job descriptions in public administration*

### 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, Macedonia, Montenegro and Serbia, while Kosovo\*<sup>1</sup> is a beneficiary and observer. ReSPA's purpose is to help governments in the 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.

The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process. So far, two EC Grant Contracts (GCs) have been implemented by ReSPA, during the period 2010-2015. The new EC grant will support the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of PAR and EU integration and strengthening administrative capacities in the beneficiaries.

This objective will be achieved through the following three pillars of ReSPA Programme of Work for 2016-2017:

- (1) European Integration Pillar: Increased capacity of public administration in the ReSPA Members necessary for successful conducting of the European Integration process;
- (2) Public Administration Reform Pillar: Facilitated and enhanced cooperation and exchange of experience in Public Administration Reform and European Integration activities in ReSPA Members;
- (3) Governance for Growth Pillar: Ensured effective coordination of the implementation of the Governance for Growth pillar of the SEE 2020 Strategy.

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<sup>1</sup> \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and ICJ Advisory opinion on the Kosovo Declaration of independence

Following consultations and expressed interest of ReSPA Members and Kosovo\*, it has been decided that ReSPA should implement the specific scheme for its stakeholders: the In-country support for limited needs. This Mechanism addresses specific needs of ReSPA Members, supporting public administration reforms in the areas covered by the ReSPA Programme of Work.

This Terms of Reference (ToR) refers to the request submitted to ReSPA by the Department for Civil Service Administration (DCSA) of the Ministry of Public Administration of Kosovo\* requiring the expert's assistance in revising the generic job description for each of 14 grades, update the job catalogue and strengthen the capacities of DCSA's staff.

## Description of Assignment

Within the project *“Technical Assistance to Improve Human Resource Management in the Core Civil Service”* supported by the World Bank, the Department for Civil Service Administration (DCSA) of the Ministry of Public Administration (MPA) received support in developing the Job Catalog in Civil Service and Methodology for Standardisation of Jobs which was approved by the Kosovo\* Government in 2015.

The catalogue contains a generic job description for each of the 14 grades in the job grading system. Institutions can use these as a basis for their job descriptions to ensure that for a job at any grade, the essential aspects of jobs at that grade are included. The Job Catalogue should be used in conjunction with the Methodology for Standardization of Jobs, which provides guidelines on organization design, job design, job descriptions, and job titles.

Following the implementation of the Job catalogue, the implementing institutions proposed its improvement i.e. improvement of generic job descriptions and the list of jobs, in order to ensure easier implementation and to prepare for the new process of classifications and remuneration system based on the new draft laws that are being finalised with support of the EU project *“Public administration Reform”*. The new package for public administration legislations contains: the law on public official; the law on the organization of public administration and the law on salary. These laws were presented in the government for their consideration and approval. The new law on public officials foresees development of general job description for each class.

The term *“grade”* used in the old legislation was replaced with the term *“class”* in the new draft legislation. The old legislation for civil servants contains four functional categories with 14 grades: the senior management category has 3 grades; management category has 4 grades; professional category 3 grades and technical-administrative category 4 grades.

The new draft legislation for civil servants contains three functional categories and 15 class: the senior management category has 4 classes; the middle management category has 3 classes; the low management category has 2 classes and professional executive category has 6 classes.

That is why MPA/DCSA require an expert for the assignment stated below.

## Tasks and Responsibilities

The Expert should conduct the following tasks:

1. Develop a generic job description for each of 15 classes (general description of the level of responsibility and complexity of the job); (10 days)
2. Revise and update the list of job titles in the current Job Catalogue (10 days);
3. Provide training to DCSA's staff on job standardisation and job classification (3 days);
4. Prepare and organise one day workshop with Personnel Manageries of institutions regarding the documents developed and regarding the implementation of the Methodology for Standardisation of Jobs (2 days);
5. Prepare detailed report in English language on the conducted assignment. (1 day)

## Necessary Qualifications

The Expert shall possess the following qualifications:

### Qualifications and skills:

- University degree, (M.Sc. would be an advantage), Social Sciences, Economy, Business Administration, Development studies, Public Administration, or related field;
- Analytical and presentation skills;
- Fluency in both Albanian and English language both written and spoken.

### General professional experience:

- At least 10 years of experience in Public Administration, Human Resource Management in public administration;

### Specific professional experience:

- Professional experience in preparation of job descriptions in public administration;
- Experience in designing and delivering training to civil servants;
- Familiarity within the context of Kosovo's organisational structure.

## Timing and Location

The assignment foresees work from home and on the site. The assignment will be performed during **August - October 2018**.

All of the activities foreseen to be implemented by the expert will be done with the close and continuous assistance of MPA/DCSA staff. The Expert shall cooperate with MPA/DCSA as well as ReSPA in regard to the assignment. The Expert shall take into consideration comments and suggestions received.

The final products will be subject of approval from both MPA/DCSA staff and ReSPA before the payment of honoraria is executed.

## Remunerations

The assignment foresees up to 26 working days, including one day for preparation of the report on the conducted assignment.

The payment will be done in 1 instalment on completion of the assignment and the approval of the outputs by both MPA/DCSA and ReSPA.

**Note:** No additional costs will be paid.

## Reporting and Final Documentation

The Expert will be requested to deliver the following documents before the payment is conducted:

### ***Documents required for payment***

- Outputs required by the assignment;
- Report on the conducted assignment;
- Invoice (original and signed);
- Timesheets (original and signed).