

## **TERMS OF REFERENCE**

### **for engagement of Independent recruitment expert for the position of Programme Manager (Legal)**

#### **I - 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).

The functioning of ReSPA, as an international organisation, is defined by the Agreement Establishing the Regional School of Public Administration (ReSPA) signed in 2008. In order to respond to its mission, ReSPA has adopted recognized standards in the recruitment of its staff and therefore seeks to engage independent recruitment experts, experienced in the competency based recruitment.

#### **II - Description of the Assignment**

The objective of this assignment is to participate in the work of the Selection Committee in the capacity of independent recruitment expert in the Selection committee for the position of a Programme Manager (Legal). The assignment will be performed in accordance with rules in ReSPA and according to the current ReSPA competency framework (Staff Regulations of ReSPA and annexes thereto – Annex I defining the Organisational Structure and Role profiles with the ReSPA Core competences and Annex III laying down Recruitment and Selection Rules for ReSPA International Staff).

The independent recruitment expert will perform the task within the Selection committee which is composed of three members: two independent recruitment experts and one representative of the Secretariat of ReSPA. Upon completion of the task, the Selection committee will submit the report to the ReSPA Director with recommendations for appointment to the position in question.

The Selection committee will be supported administratively and logistically by its Secretary appointed from the ReSPA employees.

#### **III - Tasks and Responsibilities**

The independent recruitment expert will perform the following tasks and responsibilities:

1. Read and absorb the requirements for the role profile of Programme Manager (Legal) as defined in the Staff Regulations, including the competencies required for the position and familiarise with the ReSPA mission and organisational structures;
2. Familiarise with the recruitment and selection procedure defined in the applicable Annex to the Staff Regulations of ReSPA;
3. Read and absorb the ReSPA competency framework applicable to the position of Programme Manager (Legal) and other relevant requirements defined in the Staff Regulations;
4. Review applications against job profile and relevant competencies;
5. Participate in the short-listing of candidates and prepare, in cooperation with other members of the Selection Committee, evaluation grids for short-listing based on criteria envisaged in the role profile of Programme Manager (Legal) and evaluate applications;

6. Prepare, in cooperation with other members of the Selection Committee, the assessment centre consisting of written test, presentation/communication exercise and competency based interview and prepare evaluation grids for each exercise/test which are suitable for the position of Programme Manager (Legal);
7. Participate in the assessment centre and evaluate candidates in accordance with competencies envisaged in the role profile of Programme Manager (Legal);
8. Participate in the preparation of the Selection committee report;
9. Submit the expert's individual report on assignment to ReSPA upon the completion of the assignment.

#### **IV - Necessary Qualifications and Experience**

The Independent Recruitment Expert should have the following educational background and professional experience:

##### **1. Qualification and skills:**

- University degree in Human Resource Management; Business/Public Administration, Law, Social Sciences, Organisation Behaviour or Psychology or related studies;
- Excellent written and verbal communication skills in the English language;
- Excellent interpersonal skills.

##### **2. General professional experience:**

- At least 5 years' experience in human resource management;
- Interviewing experience in recruitment process.

##### **3. Specific professional experience:**

- Experience in competency based recruitment for positions in public administration or international organisations,
- Experience in the design of assessment centre tests and exercises.

#### **V - Other competencies:**

Besides the necessary qualifications and experience, the independent recruitment expert is expected to have the following skills:

- Excellent organizational and time management skills.
- Strong interpersonal skills, ability to work on own initiative and work as part of the team.
- Excellent written and English communication skills with demonstrated ability to assess complex situations and to succinctly and clearly distil critical issues.
- Ability to communicate in person and writing with a wide range of stakeholders, and ability to work collaboratively on-line and via e-mail.

#### **VI - Timing and Location of Performance**

The assignment will be performed during February and March 2020. The precise timeline will be agreed by the Selection committee members.

The base of performance will be the Independent expert's own location and ReSPA headquarters in Danilovgrad, Montenegro where the assessment centre should take place.

#### **VII - Remunerations**

The level of effort for this assignment is up to 5 expert days. The contracted expert will be remunerated in the amount of expert fee calculated on the basis of expert days envisaged for this assignment. The concrete fee for the selected expert will be determined based on the applicant's experience and within the budgeted maximum for this assignment. Besides the expert's fee, no further payments are envisaged.

The payment will be effectuated in one instalment after the completion of assignment and following the approval by ReSPA of submitted deliverables and the final report.

#### **VIII - Reporting and Final Documentation**

The Independent recruitment expert will be requested to deliver the following documents before the payment is conducted:

- Final report on the performed assignment upon the completion of the recruitment process and documents as stated in the section on tasks and responsibilities;
- Invoice and time sheet, original and signed, with supporting documentation.

The abovementioned documentation shall be delivered to the following contact person and address:

Ms. Ivana Bajo  
Personal Assistant to the Director of ReSPA  
Regional School of Public Administration - ReSPA  
PO BOX 31, 81410 Danilovgrad, Montenegro  
[i.bajo@respaweb.eu](mailto:i.bajo@respaweb.eu)