



VACANCY ANNOUNCEMENT FOR THE POSITION OF PROGRAMME MANAGER (LEGAL)

Status of employee: International Staff

Vacancy issued: 05.02.2020

Deadline for application: 26.02.2020

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 (Legal)**

The Programme Manager (Legal) 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.

Bearing in mind the current composition of ReSPA staff, we would like to particularly encourage applications from citizens of Republic of Albania.

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 in Law (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 advanced Master degree (300 ETCS)

- Min 5 years of professional experience in public governance areas related to public administration improvement or EU accession facilitation
- At least 3 years' experience working with public administration, international law, contracting and/or public procurement or personnel
- Proven project management experience, preferably with EU funded projects
- 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 and a Cover letter that should explain how they meet requirements of the position. **The application consisting of the CV and Cover letter (both in English) should be submitted by 26.02.2020. by 17:00 CET via email to 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)
- Written test to ensure a candidate meets the specified competency or skills
- Presentation/communication exercises (to test ability to analyse, prioritise and present information)
- Competency based 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.

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

Job Title	Programme Manager (Legal)			International staff	
Location	ReSPA	City	Danilovgrad, Montenegro	Gross salary scale €	2500 – 3000
Reports to	Director	Duration	3 years, renewable twice	Allowances	<ul style="list-style-type: none"> • Housing • Child dependants • Health and social ins • Annual vacation
Purpose of job					
<p>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.</p> <p>Certain part of the role will be committed to support Governing board operations, to maintain Personnel administration, to sustain relations to Host Country and to provide legal support for contracting and procurement at ReSPA (up to 50%).</p>					
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 organisation strategic objectives • Development and implementation of consistent legal framework for ReSPA operations at level of its Governance, personnel system, Host Country relations adjusted to the organization strategic objectives • Ensuring that ReSPA has appropriate HRM & HRD including performance management and development systems, processes, monitoring mechanisms. 				
Responsibilities:	<ul style="list-style-type: none"> • 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 • Developing 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 online platform and, where appropriate media and other relevant channels • Improving legal framework for ReSPA operations and supporting ReSPA and Governance structures and operations including relations with Host Country by providing quality assurance of the required documents • General HRM and HRD responsibilities including overseeing recruitment, advising Director & staff on, HRM/HRD issues 				
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.) • Monitoring the legal framework, its implementation and undertaking corrective measures; • Ensuring HRM & HRD management systems are in place, incl. guidelines or manuals to supplement the Staff Regulations; • Preparation for and follow-up of Performance Management & Development System appraisals; • Management and administration of recruitment and secondment procedures; • Preparation of terms of reference; • Verification of purchase order request whose value is below € 2.500; • Approval and validation of invoices related to Programme activities for which s/he is in charge for and which are below € 2.500; • Acting as a member of Evaluation Commission with voting rights; • Entering budget and other data for Programme activities for which s/he is in charge. 				
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 administration 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 and its initiatives) 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. • ReSPA Governing board and other external partners including Host Country. • External partners in recruitment, secondment or interns' issues. 				
Internal	<ul style="list-style-type: none"> • Coordination and alignment with other Programme managers horizontally, team work with assistant's pool and supporting services will be a significant factor. Alignment and cooperation with Operations Manager is of significant relevance. 				
Specific features					
The position might require periodic travel to the Region or international travel and additional time for social networking activities					
Person specification					
Academic Background	<ul style="list-style-type: none"> • University degree in Law (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 advanced Master degree (300 ETCS) 				

Professional Background	<ul style="list-style-type: none"> • Min 5 years of professional experience in Public governance areas related to Public administration improvement or EU accession facilitation • At least 3 years experience working with Public administration with international law, contracting and/or public procurement or personnel • 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"> • Organisational alignment
Interpersonal	<ul style="list-style-type: none"> • Client focus • Diplomatic sensitivity 	<ul style="list-style-type: none"> • Influencing and negotiating