

ReSPA Volunteers Programme

19 June 2015

Regional School of Public Administration (ReSPA) is seeking **part-time support of four volunteers for a period of up to four months (September – December 2015)** to perform general duties and tasks related to ReSPA activities.

ReSPA is an international organisation based in Danilovgrad, Montenegro, entrusted with the mission of boosting regional cooperation in the field of public administration in the Western Balkans. ReSPA has designed its mainstream activities in the domain of the most challenging thematic areas of EU Integration and Public Administration Reform aspects aiming to support the Western Balkan region in the latter mentioned processes through diverse types of activities such as: networking, seminars, trainings, conferences, research and analysis, etc. ReSPA works with central governmental institutions from the Western Balkan countries as main beneficiaries and stakeholders, and with international and regional experts and organisations.

ReSPA is looking for enthusiastic and self-driven individuals to provide part-time support to ReSPA's activities. **ReSPA Volunteers Programme will offer to recent graduates the opportunity to gain on the job experience, and acquire new skills in supporting implementation of ReSPA activities.**

Selection Criteria

The following are the minimum requirements to apply for ReSPA Volunteers Programme:

- **Education:** completed Bachelor degree (BA) from accredited universities in one of the following fields: management (in particular hotel management), finances, organizational sciences, journalism, political science, economics, law, international relations, European studies, public administration, computer science (ICT);
- **Language requirements:** excellent written and oral command of English and mother tongue of one ReSPA Members' languages
- **Skills:** Advanced computer literacy skills (MS Office as a minimum), good analytical and organizational skills.

Additional qualifications and values:

- Ability for autonomous work and ability to act in a team
- Result-oriented approach and a proactive and cooperative attitude
- Previous experience in a similar setting will be considered as an advantage

Volunteers' Tasks Related to ReSPA Activities

Volunteers will support the ReSPA team in the organization of ReSPA mainstream activities such as: workshops, networking events, conferences, researches etc. as follows:

1. Contribute to ReSPA research analysis (baseline, comparative studies, ah-hoc reports, etc.)
2. Assist in designing of ReSPA mainstream activities (collection of data, proofreading and editing of texts, etc.)
3. Support the communication process with related target audiences (event participants, experts, media representatives, etc.)
4. Participate in selected ReSPA activities (provide active support to ReSPA team, experts, participants, etc.)
5. Provide support to ReSPA team with organizational and logistical arrangements for participants of ReSPA events
6. Support day-to-day activities of ReSPA team
7. Participate in preparation of promotional and outreach activities
8. Support in other tasks as assigned or as necessary

A minimum commitment of four hours per day, 5 days a week, for up to four months will be required.

Benefits of Volunteering for ReSPA:

Volunteering for ReSPA will provide the following opportunities for recent graduates:

- Increase of knowledge and upgrade of skills while providing support to different ReSPA activities;
- Exposure to and network possibilities with various professionals;
- Gaining knowledge about ReSPA as an international organisation from inside;
- Gaining experience that will contribute to development of professional capabilities.

ReSPA Volunteers Programme is based on equal treatment and fair and open competition. However, applicants must be based in Montenegro and must be nationals / citizens of one of ReSPA Members (Albania, Bosnia and Herzegovina, Macedonia, Montenegro, Serbia).

ReSPA Offers to Volunteers:

- Compensation of costs for performing the voluntary assignment at ReSPA premises in Danilovgrad, Montenegro
- Acknowledgement for successful participation in the ReSPA Volunteers Programme

APPLICATION PROCESS

Applications should be written in English language and should consist of:

1. CV in Europass format - <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
2. Motivation letter (1-2 pages)
3. University Diploma / Certificate of Completion of Higher Education, and Diploma Supplement (if available) – scanned, in language of issuance

Documents should be sent by e-mail to the following address: applications.volunteers@respaweb.eu mentioning “ReSPA Volunteers Programme” in the subject line, **by 15 July 2015**.

Motivation Letter

In the motivation letter applicants should indicate inspiration for participation in the ReSPA Volunteers Programme, and what they could bring-in as an added value to the organisation.

Announcement and Pre-Selection

This Announcement will remain open between 19 June and 15 July 2015.

After 15 July 2015 the pre-selection process will commence. The process will grade, for each candidate, the quality of the motivation letter, the applicative experience and the related education, and English Language proficiency. Only the highest ranking candidates will be called-in for an interview.

Interview Process

At the interview stage the candidates will be tested against a number of criteria that shall be able to identify aforementioned skills and abilities. After the interview process, the best candidates will be offered the volunteer positions, and will be expected to start with engagement in late August 2015.

For more information please, visit ReSPA website: www.respaweb.eu