

VACANCY ANNOUNCEMENT

Facility Manager

The Regional School of Administration (ReSPA) is established with the aim to strengthen the cooperation in the fields of public administration and management in the West Balkans and to support the ReSPA members in the European integration process through the organisation of training activities, a number of specialised annual conferences and various networking activities. ReSPA also hosts a website, which in addition to informing about the School and its activities also shall function as an online documentation centre. In the future, ReSPA may also expand its activities, such as the organisation and delivery of educational programmes at Master level.

The initiative is jointly financed by the European Commission and, since 2010, the ReSPA members. The institutional development and the first activities started in 2006 supported and organised by the European Commission and the OECD. As of 2009, the European Institute of Public Administration (EIPA) has been contracted by the European Commission to act as Secretariat for ReSPA and to assist in the organisation of ReSPA training and institution building activities.

The ReSPA members have signed an international agreement, the ratification of which was completed in July 2010, whereby ReSPA was formally established as a autonomous legal entity with the status of an International Organisation. In its first Governing Board meeting in September 2010, the interim programme of work, the regulatory framework, staffing plan and recruitment procedures for ReSPA were approved and the School's first Director was appointed.

ReSPA is now ready to take its own seat in a new conference centre and campus in Danilovgrad (Montenegro) and can start to select and recruit its own staff, who in the course of 2011 will gradually take over from EIPA the operation of the School and the function as Secretariat for the Governing Board. ReSPA is therefore looking for a:

Facility Manager

Main responsibilities and tasks are:

- Campus related tasks:
 - ✓ Setting-up and managing:
 - room booking system
 - restaurant service via catering service partner
 - front desk/reception, incl. co-ordination of reception function between the ReSPA school facility and the Campus
 - ✓ Establishment of accounting system to:
 - invoice ReSPA or other external partners for rooms and meals
 - invoice and collect from guests for private consumption (for telephone, refreshments, snacks and other services not covered by the room rent)
 - obtain budget allocations for – and pay – external building and grounds maintenance
- Building and Grounds Maintenance:
 - ✓ Setting up a system and contracting external providers (either locally residing private individuals or a professional supplier) for

- cleaning of rooms and common areas in the Campus as well as offices and training facilities of ReSPA proper
 - preparation and clearing of tables in restaurant and bar
 - gardener services
 - television and IT services for the campus (in co-operation with IT Technician)
- Management/Supervisory Tasks and Reporting:
 - ✓ Plan and supervise front desk/ReSPA reception coverage, cleaners, etc., including annual appraisals together with the Head of Finance
 - ✓ Prepare and update the annual work programme and budget for the Campus generally and front desk/Reception staff in particular as well as proposals and budgets for building and garden maintenance work as well as quarterly reports to Management
 - ✓ Follow-up on complaints from guests and other legitimate users of the Campus
 - ✓ Prepare and update texts related to the Campus for the ReSPA website and newsletter (e.g. when introducing new services or announcement of larger works)
 - ✓ Reports to the Director and Head of Finance

Educational, professional and other requirements:

- A university degree or higher vocational education in hotel or facility business
- Minimum 5 years of relevant professional experience
- Able to manage and motivate a team of campus employees
- Capable of adapting to changing circumstances and able to work under pressure
- Service-oriented attitude
- Mother tongue of one of the official languages of the ReSPA members.
- The equivalent of the CEF level C2 in both spoken and written English as defined by “the Council of Europe in the European Language Portfolio”. The CEF C2-level is defined as follows: “Practically anything heard or read can be easily understood; is able to summarise information from different verbal and written sources, construct arguments and prepare a coherent report thereof; is able to express oneself spontaneously, fluently and precisely and can make distinctions between minor nuances, even in more complex situations; this is the language level of a highly qualified *near-native* speaker.”
- Holder of a passport of a ReSPA member state (i.e. AL, BIH, HR, MK, MNE and SRB).

Salary:

The starting salary is €2700.

In addition, ReSPA can offer an annual leave allowance and – subject to certain conditions – an allowance for dependents and a contribution towards the Facility Manager’s Health and Social insurance.

Application:

- Formal requirements:
 - ✓ Applications should consist of the following three elements: A motivation letter, an updated CV and scanned copies of relevant educational diplomas and certificates (including obtained grades) as well as certificate or other proof of the required English language skills as well as references from previous employers.
 - ✓ The motivation letter and CV must be written in English.
 - ✓ Diplomas, certificates and references should be submitted as follows: A scanned copy of the original diploma/certificate/references, and a translation hereof into English.
 - ✓ Applications can be submitted by e-mail only.

If you are interested in this position, please send your application containing all three elements by e-mail to the ReSPA Secretariat before 24h00 standard Luxembourg time on 12 January 2011. The application should be addressed to:

The ReSPA Secretariat
c/o EIPA Luxembourg
Attn.: Mrs. Fabienne Zacharia
e-mail address: f.zacharia@eipa.eu

Selection Process and Principles:

- The Selection Process is divided into various stages, the first being a formal pre-selection: Incomplete applications (i.e. which are sent by other means than e-mail and which do not meet the formal application requirements mentioned above) will be rejected and returned to the applicant with a request to submit all the necessary elements. **Only complete applications received within the deadline mentioned above will be considered eligible for the merit-based evaluation.**
- All eligible applications will be subject to a review based on relevance and merit, the objective of which review is to identify the three (minimum) to five (maximum) applicants to be invited for selection interviews. Invitations for the selection interviews will be issued to the applicants with the most relevant combination of education, experience and language skills.
- Selection interviews will be organised in Danilovgrad in weeks 8-10 in 2011 and will be conducted by an international committee consisting of up to five members, including the ReSPA Director, one or more Governing Board members and one or more international experts. The final selection will be based on the principle of merit.
- Members of ReSPA's Governing Board and their substitutes as well as members of the now dissolved Steering Committee are not eligible for recruitment.

More information:

For more information about the position, you can contact the Director of ReSPA by e-mail at s.music@respaweb.eu

For more information about the recruitment procedure, please contact Mrs. Fabienne Zacharia by email at f.zacharia@eipa.eu.

For general information about ReSPA, please check ReSPA's website www.respaweb.eu.

Please note that the Secretariat is closed between 18 December 2010 and 3 January 2011, both days included.