

VACANCY ANNOUNCEMENT

Personal Assistant to the Director

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:

Personal Assistant to the Director

Main responsibilities and tasks are:

- PA to the Director, including:
 - ✓ Establish/update/follow-up on his contact portfolio
 - ✓ Pro-actively manage his agenda
 - ✓ Certain internet research on legal documents, potential clients and partners, etc.
 - ✓ Draft certain correspondence, internal reports and presentations, ensure language checking when necessary, etc
 - ✓ Prepare dossiers for meetings and travels
 - ✓ Establish and maintain both hard-copy and electronic files for correspondence
 - ✓ Various other ad hoc general administrative or logistical tasks

- Organisational support:
 - ✓ Inventory control, incl. manage relations and purchase orders with and control deliveries by various external providers
 - ✓ Establish and maintain an institutional calendar
 - ✓ (Potentially) provide support to the Head of Finance with processing purchase and sales invoices, managing cash boxes, lending of mobile phones to staff members on missions, etc.

- Reporting

- ✓ The PA reports to the ReSPA Director

Educational, professional and other requirements:

- A bachelors degree or a diploma for successfully completed higher vocational/technical education (as secretary, correspondent diploma, management assistant, etc.) or equivalent. – Specialised education or training in book keeping will be an asset.
- At least 3 years of relevant practical experience.
- Professional proficiency in the use of internet and PC packages such as Office, including Word, Excel, Outlook (incl. establishing and managing Outlook contacts) and financial administration tools.
- High planning and organisational skills and team player mentality, incl. flexible working hours, ability to take appropriate action when required and keeping an overview (both internally and externally).
- Diplomatic skills and demonstrated ability to work in a multinational and multicultural environment.
- Networking skills
- 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.”
- Willingness and availability to assist at representative and networking events organised by ReSPA and occasional travel.
- Holder of a passport of a ReSPA member state (i.e. AL, BIH, HR, MK, MNE and SRB).

Salary:

The starting salary is € 1800 per month.

In addition, ReSPA can offer an annual vacation allowance and the School may contribute towards the Personal Assistant to the Director's Health and Social insurance pursuant to the conditions set out in the Host Country Agreement currently under negotiation.

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 7 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 new 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.