

VACANCY ANNOUNCEMENT

Programme Assistants

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:

Two (2) Programme Assistants

Main responsibilities and tasks are:

- Programme Organisation:
 - ✓ Organisational and logistical responsibility for preparing, organising, implementing and following up training seminars, conferences, networking events and other capacity building projects, including
 - travel, hotel and restaurant reservations for large groups of participants as well as local, EU or international experts either in Danilovgrad or abroad;
 - welcoming and registering large groups of participants;
 - payment of allowances and registration hereof to participants (subject to the conditions of the contract);
 - organisation of local transport of participants and experts
 - ✓ Liaise with contact points in the ReSPA members' administrations
- Programme Preparation and Follow-Up:
 - ✓ Marketing of activities, incl. mailing campaigns, input for the ReSPA website and newsletter, etc.
 - ✓ Drafting (together with Training Managers and Head of Finance) and controlling budgets for activities and projects
 - ✓ Summarise participant evaluations of activities and drafting standard elements of post-activity reports

- ✓ Establishment and maintenance of mailing lists, project and correspondence archives, etc.
- Other tasks and reporting:
 - ✓ Maintain contacts and networks with experts, participants and suppliers
 - ✓ Provide general support to Training Managers, the Director and the Head of Finance on activity/project related issues
 - ✓ Assisting in administrative and logistical aspects of project acquisition, including preparation of tenders
- Reporting
 - ✓ The Programme Assistants report to the Head of Finance

Educational, professional and other requirements:

- BA degree or Higher Vocational Education or similar. - Specialised training in fundamental bookkeeping will be an asset.
- Min. of 2 years relevant working experience and previous project management experience will be an advantage.
- Professional proficiency in the use of internet, PC packages (such as MS Office) and databases.
- Demonstrated planning, organisational and time management skills, incl. coordinating services provided by different suppliers and experts on several projects running in parallel and keeping an overview of the project's progress, budget observance, etc.
- 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."
- Demonstrated diplomatic skills and team player mentality from past professional experience in a multinational and multicultural environment. Flexibility, incl. preparedness to work outside of office hours and availability for occasional business travel.
- Holder of a passport of a ReSPA member state (i.e. AL, BIH, HR, MK, MNE and SRB).

Salary:

The starting salary is €2000

In addition, ReSPA can offer an annual vacation allowance and the School may contribute towards the Programme Assistants' 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 in 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.