

VACANCY ANNOUNCEMENT

Training 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:

Training Manager

Main responsibilities and tasks are:

- The main tasks of the training manager include:
 - ✓ The identification, design, planning and implementation of training activities, conferences and networking events for civil servants and public sector managers from the ReSPA members' public administrations on topics related to public management, HR management and development, inter-personal skills development and cross-border cooperation aspects of European Integration, including certain EU policies and law
 - ✓ Management of foreign donor-sponsored projects for the target groups and in the fields mentioned above.
 - ✓ In the medium term: Same as above, but incl. business acquisition, research for ReSPA publications and delivery of presentations/facilitation of training sessions in own programmes.

- The training manager's key responsibilities include:
 - ✓ Initiating, developing and conducting training and networking activities
 - ✓ Acquisition and management of contracts, either bilaterally from one or more ReSPA members or from foreign donors, e.g. the EU, UNDP or USA, including preparation of tender proposals
 - ✓ Drafting activity and other project reports, etc.
 - ✓ Lecturing or in other ways facilitating training sessions, using modern training methodologies
 - ✓ Research for and production of ReSPA publications and training materials, incl. case studies and other inter-active sessions

- ✓ Establishing and maintaining relevant networks
- ✓ Drafting budgets and monitoring use of budgeted funds (in co-operation with the Programme Assistants and the Director of Finance).

- Reporting

- ✓ The training manager reports to the ReSPA Director

Educational, professional and other requirements:

- Post graduate university degree (minimum MA level or equivalent) in political science, economics, law, public administration/management, EU Integration/law or similar.
- Min 4 years of professional experience from a national public administration authority dealing with some of the issues mentioned above under “Main tasks and responsibilities”.
- Project management and related skills (e.g. proposal writing, project implementation and reporting).
- International working experience and affinity for working with people from different cultural backgrounds.
- Demonstrated excellent consultancy and communication competencies.
- Excellent PC and internet skills; experience or affinity to work with e-learning tools will be an advantage.
- 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 ability to travel
- Holder of a passport of a ReSPA member state (i.e. AL, BIH, HR, MK, MNE and SRB).

Salary:

The starting salary is € 3500.

In addition, ReSPA can offer an annual leave allowance and – subject to certain conditions – an allowance for dependents and a contribution towards the Training 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.