



VACANCY ANNOUNCEMENT FOR THE APPOINTMENT OF THE DIRECTOR OF THE REGIONAL SCHOOL OF PUBLIC ADMINISTRATION (ReSPA)

Introduction to ReSPA

ReSPA is an international organisation established as part of a joint initiative by the European Union and the Western Balkan countries with the following objectives:

- To improve regional cooperation in the field of public administration,
- To support development of human resources in line with the European Administrative Space,
- To promote professional networks in the region and beyond,
- To contribute to strengthening the administrative capacities of ReSPA Member States as required by the European integration process.

The Governing Board of ReSPA is now seeking to appoint a Director of the organisation to provide leadership, inspiration and vision and to further develop the work of ReSPA. The Director is an ex-officio member of the Board and will be appointed on a 5 year contract.

During the period of performance of his duties in the Host Country, the ReSPA Director will be entitled to the same privileges and immunities as the ones accorded to a head of diplomatic mission in the Host Country, in accordance with the Vienna Convention on Diplomatic Relations of 18 April 1961.

The Role of Director

The Director is responsible for the leadership and direction of ReSPA and reports directly to the Governing Board. The person appointed to the position of Director will be required to provide visible, inspirational and strategic leadership both internally within ReSPA for the management team and other staff and externally through the promotion of ReSPA as a resource to ReSPA Members in the development of quality public services.

The Director is responsible for creating a positive working environment within ReSPA and for providing the vision and the clarity of purpose for managers and staff. S/he will possess the necessary operational expertise to ensure that resources are efficiently and effectively mobilised and that the necessary skills mix is developed within ReSPA to ensure that the organisation can make a significant contribution towards the development of quality public services across the ReSPA Members.

This appointment is being made at a time when ReSPA is clearly moving from a period of establishment to one of consolidation and expansion where opportunities for the development of its role and services can be explored.

In this new phase of development the Director will display strong advocacy, representational and promotional skills and a willingness to work in the external environment in close proximity to the member states, the European Union and other international organisations and agencies in order to

foster greater buy-in for the mission of ReSPA and to develop new supports, products and effective partnerships that will add real value throughout the region.

The Director will work closely with the Governing Board, and other high-level networks, in developing ReSPA as a key support and source of expertise and excellence to enable the strengthening of democratic governance and trust in public services in the Western Balkans. S/he will be required to work effectively and diplomatically to ensure that strategies are communicated, understood and supported across the membership at both Ministerial and senior official levels. The development of a positive working relationship with the ReSPA Members and the European Union is a critical success factor for the Director and for the effectiveness of ReSPA throughout the region.

Essential Requirements

Academic Background

- University degree (min 240 ETCS) i.e. VII in one degree under pre-Bologna system

During the recruitment procedure additional points will be awarded to candidates with a diploma in the following fields: law, political science, public administration, human resources and economics and/or an additional points for candidates with an advanced Master degree (300 ETCS)

Professional Background

- Approximately 8 years of professional experience in areas related to Public governance, Public administration improvement or EU accession facilitation
- Min 5 years of appropriate people management experience in a leadership role
- Relevant experience, in depth knowledge or sound understanding of public administration
- Experience, in depth knowledge or sound understanding of public administration reform or EU accession facilitation
- Experience in leadership development, training or related consultancy

Languages

- Fluency and ability to write and communicate orally in English as ReSPA official language
- Mother tongue of one ReSPA Members' languages

Nationality

Candidates should be nationals of one of ReSPA Members (Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia)

Recruitment and selection procedure

The **European Personnel Selection Office** (EPSO) will be responsible for the recruitment process of ReSPA Director.

Suitably qualified applicants should submit a Curriculum Vitae and clearly outline in a covering letter how they meet the essential requirements specified for this position. In addition candidates should complete the Key Experience/Achievements questionnaire that is available on-line indicating their experience and achievements under the various competency areas that are outlined.

Applications should be submitted to NEAR-A3-RESPADIRECTOR@ec.europa.eu by submitting:

1. Covering letter outlining how the applicant meets the essential requirements specified for the position,
 2. Curriculum Vitae and
 3. Key Achievement Statement,
- which is available to download at <http://www.respaweb.eu/24/pages/10/employment>, all documents written in English.

The deadline for receipt of applications is midnight (CET), Thursday, 31 March, 2016.

Late or incomplete applications cannot be accepted.

No other documents are required at initial application stage. Applications will be assessed utilising the Competency Framework in the annex.

Stage One - Short-listing

Applicants will be shortlisted and scored against the requirements of the position on the basis of their CVs and the information provided in the Key Experience/Achievements Questionnaire.

In case there will be a high number of candidates shortlisted, the Selection Committee may conduct a remote video interview before the Assessment Centre.

Stage Two - Assessment Centre and Panel Interview

As a result of the shortlisting the highest ranked candidates will be called to an Assessment Centre and a Panel Interview. The Assessment Centre will consist of a role simulation exercise, a personality profile, a short oral and written presentation, and the interview panel. The Selection Committee will rank the candidates in order of performance at the entire Assessment Centre against the competencies outlined for the role of Director.

Stage Three - Appointments Process

The top ranked candidates who are then deemed qualified for the position will be recommended by the Selection Committee to the Governing Board (Ministerial level) for appointment to the position.

PLEASE NOTE: It is the responsibility of the applicant to ensure that they meet the minimum requirements to apply for the position. Applicants' eligibility will not be checked unless they are under consideration for appointment and ReSPA will not be responsible for any costs or inconvenience to applicants who do not meet the minimum qualifications for the position.

For more information on the vacant position and procedure, please contact:

Perez-Rocha.MARIA-INMACULADA@ec.europa.eu

CANVASSING/LOBBYING IN ANY FORM WHATSOEVER WILL AUTOMATICALLY DISQUALIFY AN APPLICANT

Role Profile for the ReSPA Director

Job Title	Director			International staff	
Location	ReSPA	City	Danilovgrad, Montenegro	Salary scale € Allowances ²	3500 - 4500 • Housing • Child dependants • Health and social insurance contribution
Reports to	Governing Board	Duration	5 years, renewable once ¹		
Purpose of job					
<ul style="list-style-type: none"> The Director is responsible for the leadership and direction of ReSPA and is required to provide visible, inspirational and strategic leadership both internally within ReSPA for the management team and other staff and externally through the promotion of ReSPA as a resource to member States in the development of quality public services. The Director is responsible for creating a positive working environment within ReSPA and for providing the vision and the clarity of purpose for managers and staff. S/he will ensure that resources are efficiently and effectively mobilised and that the necessary skills mix is developed within ReSPA to ensure that the organisation can make a significant contribution towards the development of quality public services across the member states. The Director will display strong advocacy, representational and promotional skills and a willingness to work in the external environment in close proximity to the member states, the European Union and other international organisations and agencies in order to foster greater buy-in for the mission of ReSPA and to develop new supports, products and effective partnerships that will add real value throughout the region. The Director works closely with the Governing Board, and other high-level networks, in developing ReSPA as a key support and source of expertise and excellence to enable the strengthening of good administration, democratic governance and trust in public services in the Western Balkans. S/he works effectively and diplomatically to ensure that strategies are communicated, understood and supported across the membership at both Ministerial and senior official levels and ensures a positive working relationship with the ReSPA members and the European Union as a critical success factor for the Director and for the effectiveness of ReSPA throughout the region. The Director works to ensure the formulation and implementation of the development strategy of the organisation is aimed at supporting public governance enhancement through advanced cooperation amongst the Western Balkans, by ensuring efficient performance of the organisations service delivery and through representation of ReSPA in the regional and international arenas. 					
Accountabilities, Responsibilities and Main Duties					
Accountabilities /results (including but not limited to):	<ul style="list-style-type: none"> Development and implementation of corporate policies aligned with ReSPA's vision, ensuring continuous quality improvements and performance orientation in the daily business and promotion of the ReSPA's values, products and services. 				
Responsibilities (including but not limited to);	<ul style="list-style-type: none"> Development and recommendation to the Governing Board of long term strategies and vision; Formulating and overseeing implementation of key corporate policies; Ensuring adherence and commitment to the corporate values and principles; Maintaining of a positive and ethical work climate conducive to attracting, retaining and motivating high quality staff; Ensuring that the daily business is appropriately managed and proper systems and controls are in place; Endeavouring to achieve ReSPA's operating goals and objectives; Ensuring continuous improvement in the quality and value of the ReSPA products and services; Fostering, in cooperation with Governing Board, the satisfactory positioning of ReSPA with stakeholders and with the Host Country 				
Main Duties (including but not limited to):	<ul style="list-style-type: none"> Developing multi-annual business plans including annual work programmes; Daily management of ReSPA within the approved plans and rules set out in the Staff and Financial Regulation and other Governing Board decisions; Human resource management including staffing and performance evaluation; Approval and signature of all project proposals, contracts and payments over € 25.000 and co-signature of all contracts and payments over € 150.000 together with the Chair of the Governing Board; Preparing the agenda and supporting materials, draft decisions and organization of the Governing Board meetings, preparing reports and ensuring follow-up in his/her capacity of as Secretary of the Governing Board, and/or as Head of the Secretariat, of other governance structures; Managing relations with the Host Country, including negotiating and agreeing practical arrangements with relevant authorities; Representing and promoting ReSPA at national and international networks and forums, including the negotiation of, and signature on, formal cooperation agreements with similar organisations at national or international level. 				

Key relationships	
<p>The reputation and position of ReSPA, in particular, the recognition of its value to its Members, and the evaluation of its achievements by the European Union, is of utmost relevance for its success. The perception and affirmation of ReSPA's role within wider networks of regional and international actors involved in public governance contributes to ReSPA's positive image. In addition, Host Country relations, adherence and promotion to corporate values and ethics by ReSPA staff and effective HR management, cooperation and contracting relationships with external partners (e.g. EU based institutions, schools of public administration, etc.) are essential for ReSPA's image and reputation..</p>	
External	<ul style="list-style-type: none"> Stakeholders such as high level representatives of national administrations and high-level representatives of the European Commission (as a key donor) are the primary group of stakeholders. Other high-level actors/representatives (e.g. Budget Committee, PAR Network and EUI Programme Committee) are of significant importance. Relations with the Host Country authorities are essential for the smooth ongoing operations of ReSPA. Regional organisations, programmes or projects (e.g.. Regional Cooperation Council, Centre for Excellence in Public Finance, CEFTA etc.) and International stakeholders (OECD, EU based Schools/Institutes of Public Administration, EUPAN, the EU Public Administration Network, the UN PA Network, NISPACee etc.) are essential for positioning and recognition of ReSPA, both formally and informally).
Internal	<ul style="list-style-type: none"> Effective communication, leadership and implementation of corporate policies within ReSPA are crucial for objective driven organisational performance. The promotion of an appropriate organisational culture, values and core competencies across the organisation are key to ReSPA's success. The management of, and provision of effective guidance to, Programme Managers in achieving strategic goals combined with ensuring that the Operations Manager provides appropriate supports and required functions for the achievement of strategic and operational goals, is imperative.
Specific features	
<ul style="list-style-type: none"> The position will require periodic travel within the Region and international travel and additional time outside normal working hours for social networking activities 	
Person specification	
Academic Background	<ul style="list-style-type: none"> University degree (min 240 ETCS) i.e. VII in one degree under pre-Bologna system <i>During the recruitment procedure additional points will be awarded to candidates with a diploma in the following fields: law, political science, public administration, human resources and economics and/or an additional points for candidates with an advanced Master degree (300 ETCS)</i>
Professional Background	<ul style="list-style-type: none"> Approximately 8 years of professional experience in areas related to Public governance, Public administration improvement or EU accession facilitation Min 5 years of appropriate people management experience in a leadership role Relevant experience, in depth knowledge or sound understanding of public administration Experience, in depth knowledge or sound understanding of public administration reform or EU accession facilitation Experience in leadership development, training or related consultancy
Languages	<ul style="list-style-type: none"> Fluency and ability to write and communicate orally in English as ReSPA's official language (Fluency in English will be tested through the selection process) Mother tongue of one ReSPA Members' languages
Key Competencies	
<ul style="list-style-type: none"> Analysis and problem solving Communicating Delivering quality and results Learning and development Prioritising and organising Resilience Working with others 	

¹ Article 19(1) Agreement on Establishing ReSPA

² Subject to eligibility as prescribed in the Staff Regulation and implementing decisions

Competency Framework for the position of Director of ReSPA

- 1. ANALYSIS AND PROBLEM SOLVING:** identifies the critical facts in complex issues and develops creative and practical solutions. Research areas such as troubleshooting techniques, how to approach dealing with large amounts of information, techniques to stimulate creative problem solving, how to gather appropriate information.
- 2. COMMUNICATING:** communicates clearly and precisely both orally and in writing. Research areas such as public speaking techniques, best practices in internal communication within organisations, how to engage an audience, persuasion, influencing, negotiation and facilitation techniques.
- 3. DELIVERING QUALITY AND RESULTS:** takes personal responsibility and initiative for delivering work to a high standard of quality within set procedures. Research areas such as how to effectively balance quality and deadlines, how to judge when rules or procedures might be bent or broken, result orientation, pragmatic solution to issues and challenges.
- 4. LEARNING AND DEVELOPMENT:** develops and improves personal skills and knowledge of the organisation and its environment. Research areas such as general self-improvement techniques, how to learn from mistakes, how to seek feedback from colleagues, relentless search of improving the efficiency and efficacy at personal and organisational level, how an organisation can use its learning capital.
- 5. PRIORITISING AND ORGANISING:** prioritises the most important tasks, works flexibly and organises own workload efficiently. Research areas such as project management tools and techniques, how to prioritise effectively, how to distinguish the important from the urgent, how to respond to shifting deadlines, and goalposts when and how to delegate, how to ensure achievements of results in difficult conditions.
- 6. RESILIENCE:** remains effective under a heavy workload, handles organisation's frustrations positively and adapts to a changing work environment. Research areas such as how to stay calm under pressure, how to keep an optimistic outlook, how to respond to criticism, how to balance work and home life, how to cope with ambiguity.
- 7. WORKING WITH OTHERS:** works co-operatively with others in teams and across organisational boundaries and respects differences between people. Research areas such as effective team working, roles in the team, working across organisational boundaries, how to support others, how to benefit from diversity, how to benefit from synergies in the team, how to work together for a greater goal and a common vision.