



Regional School of Public Administration (Phase 2)

This project is financed by the EU



Draft Terms of Reference for the Director of ReSPA

The Secretariat of ReSPA will commence its operation in 2009 in Danilovgrad, MNE. As part of its transition process, the ReSPA team at the OECD and the European Institute of Public Administration have been charged with supporting the recruitment of the initial ReSPA Secretariat staff.

1. Background

ReSPA was developed with the objective to enhance regional co-operation in the field of public administration, strengthening administrative capacity and developing human resources in line with the principles of the European Administrative Space. This initiative is supported by the European Commission (EC) and was originally proposed at the EU's 2003 summit in Thessaloniki. The conclusions and recommendations in the feasibility study in 2004 allowed a first group of experts to work on the initial steps of ReSPA in 2005. On 2 May 2006, the ReSPA Protocol of Co-operation was signed at Ministerial level. In June 2008, the signatories reiterated their commitment to ReSPA by signing a letter of intent under the auspice of the Slovene Presidency of the EU. In January 2008, the signatories decided to locate ReSPA in Danilovgrad, Montenegro. The draft ReSPA International Agreement was agreed upon in September 2008 by the signatories. The International Agreement will be signed by all parties at signature ceremony, at the end of 2008. ReSPA started operations in November 2006, it has established professional contacts with a number of established EU Schools and Institutes of Public Administration such as French ENA, Italian SSPA, College of Europe, Greek EKKDA, German Baköv, Slovene CEF, etc. It has also initiated steps for membership in the established professional networks (EGPA, IIAS, NISPAcee). The European Commission has earmarked budgetary assistance for ReSPA for 2009 and intends to allocate further resources through the IPA programme for 2010. The EC financial support to ReSPA is to be understood as launch aid, and not as a permanent financial support since ReSPA's long term financing will be provided for mainly by the Countries and entities of the Region. The budget for maintaining and developing the ReSPA secretariat is paid for by contributions from the ReSPA signatories, while the training budget is, currently, paid for by the EU. From November 2006 until April 2009, the OECD/Sigma has assisted the chair of the Steering Committee in establishing ReSPA. The EC has in December 2008 concluded a contract with the European Institute of Public Administration (EIPA) to support the ReSPA management in delivering the ReSPA training programme and advancing the institution-building agenda. The training objective for ReSPA in 2009 is to deliver a minimum of 2500 participant-days of training. Applicants are invited to visit the [ReSPA web-site](#) for more information.

2. Tasks and Objective of the position

The Director of ReSPA will be the first Director of the institution and will take over the ReSPA institutional work completed by the ReSPA team at the OECD since November 2006. In the first year of operation in Danilovgrad, the director will be supported by EIPA's ReSPA Team under the above-mentioned EC supported project. ReSPA's international staff should be around 12 – 15 persons one year after entry into force of the International Agreement. The Director will take up his/her functions upon ratification of the international agreement by 5 of the 7 ReSPA signatories, and his/her nomination by the ReSPA Governing Board.

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According to the International Agreement, the Director is the Head of the ReSPA Secretariat. The Director is responsible for ensuring the regular and efficient functioning of ReSPA according to the Financial Regulations and Staff Regulations. The Director reports to, and is accountable to, the Governing Board. The Director is entitled to act on behalf of ReSPA, including the signature of the Headquarters Agreement and of contracts necessary for the functioning of ReSPA and in conformity with the provisions of the Financial Regulations and other Resolutions.

The following tasks are envisaged:

Management

- Lead the implementation of the ReSPA International Agreement. This includes the elaboration of a multi-annual strategic plan to be approved by the Board.
- Recruit and supervise a multi-cultural and multi-disciplinary team of professionals and accept accountability for the quality, timeliness and relevance of ReSPA's outputs. Contribute personally to these outputs through intellectual leadership, coaching and developing staff, as well as by winning and managing resources to support ReSPA;
- Service ReSPA Board Meetings including the preparation of Meeting Agendas, support to the ReSPA Chair, publication of the list of decisions, and taking responsibility for the implementation of the Board Decisions;
- Be accountable for the implementation of the ReSPA annual budget. This includes the responsibility to develop an accounting system that will enable ReSPA to become a direct recipient of donors' funds, and also the responsibility to report on the budget execution to the ReSPA Board and Donors.

Training and substantive activities

- Supervise the implementation of the 2009 Training Programme.
- Design and implement the subsequent annual Training Programs. This includes regular assessment of the needs for training across the region, and liaison with homologue institutions in the Region and in the EU.
- Initiate ReSPA's research and publication policy.

Co-ordination, liaison, representation, dissemination

- Maintain and develop contacts with government and international institutions responsible for Public Administration Reform in the Region and in Europe.
- Integrate ReSPA into the existing international, European and regional networks such as NISPAcee, EGPA, IIAS.

3. Key requirements

The position is open to candidates coming from one of the members of ReSPA who, in addition to meeting the key requirements listed below, have no criminal record or pending indictment.

For this position, the key requirements include:

- Having obtained a post-graduate University degree, minimum a Masters or equivalent;
- A minimum of 10 years of relevant professional experience;
- 5 years of management experience in Public Administration, including the management of people, budget responsibilities and/or change management;
- Ability to work both independently and as part of a team in a multicultural environment;
- Excellent communication skills. The candidate will be expected to speak at meetings organised by ReSPA or when invited to represent ReSPA in international meetings.
- Fluency in oral and written English. Knowledge of SEE languages and other EU languages will be an asset.
- Fully computer literate.
- In addition, it would be an asset if the candidates have professional experience in an international environment and knowledge of and experience from SEE Public Administration, networking and

fund raising experience, involvement as a trainer or manager of training in such fields of HRD, European Integration and/or management of foreign donor funded projects.

4. Reporting

The ReSPA Director will be accountable to the ReSPA Board and to the ReSPA donors. (art 19 of the draft International agreement)

5. Location / Contract

The holder of the position will be based in the ReSPA secretariat in Danilovgrad. She/he could expect that up to 40% of her/his time would be spent on business related travel.

ReSPA will offer an initial five-year contract (with a probation period of 6 months) with a regionally competitive salary according to international public sector standards and the possibility for extension once. The Governing Board may dismiss the Director before the end of the term of his/her appointment for justifiable cause. Such justifiable cause includes, but is not limited to, unsatisfactory services and serious misconduct, in accordance with the Staff Regulations.

6. Application rules

Interested candidates with the above mentioned professional background should send an application letter and CV (both in English, following the Europass template¹, by 9 March 2009 (24.00 Amsterdam time) by email to recruitment@respa.eu

The recruitment procedure can be found here ([hyperlink](#)).

Only short listed candidates will be contacted.

For further information, including a copy of the draft International agreement, please contact recruitment@respa.eu

ReSPA is an equal opportunities employer, and preference will be given to female applicants where candidates are equally qualified for the post.

¹ See: <http://europass.cedefop.europa.eu/europass/home/vernav/europass+documents/europass+cv/navigate.action>