

VACANCY ANNOUNCEMENT

General Services and Driver

The aim of the Regional School of Administration (ReSPA) is to strengthen the cooperation in the fields of public administration and management in the Western 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. In the future, ReSPA may also expand its activities, such as the organisation and delivery of educational programmes at Master level.

ReSPA is financed by the ReSPA members with financial support from the European Commission. The institutional development and the first activities started in 2006 and were supported and organised by the European Commission and the OECD. In 2009, the European Institute of Public Administration (EIPA) was contracted by the European Commission to act as Secretariat for ReSPA and to assist in the organisation of ReSPA training and institution building activities.

In July 2010, the ReSPA members completed the ratification of the previously signed International Agreement and in June 2011, the Host Country Agreement between Montenegro and ReSPA was signed, thereby formally establishing ReSPA as an autonomous legal entity with the status of an International Organisation.

ReSPA has taken its own seat in a new conference centre and campus in Danilovgrad (Montenegro) and has started to select and recruit its own staff, who as of October 2011 took fully over from EIPA the operation of the School and the function as Secretariat for the Governing Board.

To strengthen the team, ReSPA is now looking for a person, who can provide **general maintenance services** for the ReSPA building, campus and grounds, assist in the **preparation of ReSPA activities** and function as **driver** for participants and visiting experts and VIPs and ReSPA staff.

Main tasks and responsibilities

- Provision of general services, including:
 - ✓ Arranging offices and training rooms for upcoming activities, including technical equipment such as microphones, interpretation equipment, etc.
 - ✓ Photocopying, preparation of training binders and electronically stored materials and documentation for training and conference activities.
 - ✓ Informing the Personal Assistant of the Director of stock of office supplies

- Building and grounds maintenance, including:
 - ✓ Small repair works in offices, training rooms and campus facilities
 - ✓ Maintenance of lawns and bushes, watering plants in and outdoors and liaising with professional gardeners for larger works.

- Driving:
 - ✓ Transport of participants, external experts, VIPS and ReSPA staff to/from the airport and meetings within Montenegro and, in certain cases, the Region.

- Reporting:
 - ✓ The General Service/Driver reports to ReSPA's Head of Finance.

Educational, professional and other requirements:

- Having successfully completed secondary school (i.e. a total of 11-12 years of school).
- Having completed formal education or training in practical crafts (e.g. electrician, carpenter, plumber or gardener) will be an advantage.
- Valid driver licence for more than 7 years.
- Minimum of 5 years of documented relevant working experience.
- Ability or affinity to work with PC, internet and e-mail will be an advantage.
- Demonstrated ability to plan and prioritise work tasks and to balance several tasks running in parallel.
- Flexibility, including availability and willingness to work outside of normal office hours.
- Team player mentality and ability/interest to work in a multinational and –cultural environment.
- Mother tongue of one of the official languages of the ReSPA members.
- The equivalent of the CEF level B1 (minimum) in both spoken and written English as defined by “the Council of Europe in the European Language Portfolio”. The CEF B1-level is defined as follows: The person “is able to understand the main points from clear standard texts on familiar matters which frequently occur at work, school and during leisure time; is able to manage most situations which can occur when travelling in areas where the relevant language is spoken; is able to produce a straightforward text on subjects which are familiar or of a personal interest; is able to provide a description of experiences, events, dreams, expectations and ambitions and can provide reasons and explanations in support of opinions and plans.”
- Holder of a passport of a ReSPA member state (i.e. AL, BIH, HR, MK, MNE and SRB).

Salary:

The starting salary is € 1000 per month.

In addition, ReSPA can offer various allowances, including for the annual leave, and the School may contribute towards the driver's health 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.
 - ✓ 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 before 24h00 standard Montenegro time on 27 January 2012.

The application should be submitted by e-mail only to:

recruitment@respaweb.eu

Contact person: Ms. Ivana Bajo

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. 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 February/March 2012 and will be conducted by an international committee consisting of up to five members, including the ReSPA Director, one more ReSPA staff, one or more Governing Board members and one or more international experts. The final selection will be based on the following principles:
 - merit,
 - ensuring equal opportunity for employment, fairness, transparency, diversity and representation from all Members of ReSPA, and
 - in order to achieve a better balance of male and female staff in the organisation, preference will be given to female applicants where candidates are equally qualified for the post.

More information:

For more information about the position, you can contact us by e-mail at: recruitment@respaweb.eu

For more general information about ReSPA, please check ReSPA's website www.respaweb.eu