

CALL FOR EXPRESSION OF INTEREST

The Regional School of Public Administration (ReSPA) invites qualified candidates to express their interest for appointment to the Appeal Board of ReSPA.

BACKGROUND

The ReSPA is an international organisation established as a joint initiative of the European Union and the countries of the Western Balkans to foster and strengthen regional cooperation in public administration reform and EU integration among its Members. The ReSPA's headquarters are located in Danilovgrad, Montenegro. The ReSPA Members are: Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia. The official language of the ReSPA is English.

The ReSPA Governing Board seeks to appoint members of the Appeal Board of ReSPA. The Appeal Board is an independent body, established by the Governing Board of ReSPA, with the purpose:

- To adjudicate any appeal to final decisions taken pursuant to the Staff Regulations,
- To perform the independent review of recruitment and selection procedure of ReSPA Staff as defined in the Recruitment and Selection Rules and Procedures and
- To adjudicate any other appeal as envisaged in resolutions and decisions adopted by the Governing Board of ReSPA.

The Appeal Board is composed of five experts appointed by the Governing Board for the period of four years. No more than one Appeal Board member may come from the same ReSPA Member. The members shall be substituted, if the case may require it, from the list established by the Governing Board. **NB: Appeal Board members will not be employed by the ReSPA. The Appeal Board shall meet only when it is necessary for adjudication on submitted appeals or other requests for which it is competent.***

WHO CAN APPLY

For the position of Appeal Board member may apply persons meeting the following criteria:

- Have obtained a university degree (min 240 ECTS/ i.e. VII in one degree under pre-Bologna system),
- Being nationals of one of ReSPA Members,
- Min 5 years of work experience in human resources management in the public administration or international organizations,
- Fluency and ability to write and communicate in English as ReSPA official language (minimum B2 level required as defined by European Language Portfolio by Council of Europe),
- Mother tongue of one ReSPA Members' languages.

WHAT DOCUMENTS TO SUBMIT

Applicants are supposed to submit their Curriculum Vitae with two referees to be contacted to check their working experience and following scanned documents:

- University diploma (min 240 ECTS/ i.e. VII in one degree under pre-Bologna system),
- Certificate of nationality of one of the ReSPA Members,
- Document proofing required working experience,
- Document proofing English language skills.

Applications consisting of the CV with referees and scanned documents should be submitted by email to the following address: i.bajo@respaweb.eu. **The closing date will be midnight on Friday, 22 May 2015.**

SELECTION AND APPOINTMENT

Upon submission of applications, the ReSPA Secretariat shall verify qualifications and check references of successful candidates. The Governing Board with the Secretariat of ReSPA shall establish the list of successful candidates divided into groups per ReSPA Members. The Governing Board shall select five experts from the list for appointment to the Appeal Board. The other persons from the list shall be substitutes of the Appeal Board member from the respective ReSPA Member who will be invited to perform the member duty when the latter is prevented for any reason. The Governing Board shall adopt unanimously the decision on appointment of the Appeal Board members and their substitutes. Upon completion of the selection, the candidates will be informed on made appointments.

* The ReSPA shall provide the expenses for travel and accommodation and provide compensation for the Appeal Board members for attendance at the Appeal Board meetings.