



## **VACANCY ANNOUNCEMENT FOR THE POSITION OF OPERATIONS AND FINANCE MANAGER**

**Status of employee: International Staff**

**Vacancy issued: 03.06.2020**

**Deadline for application: 24.06.2020**

**Expected starting date: 01.11.2020. at the latest**

### **Background**

The Regional School of Public Administration (ReSPA) is the inter-governmental organization for enhancing regional cooperation, promoting shared learning and supporting the development of public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia. ReSPA's purpose is to help governments in the Western Balkan region develop better public administration, public services and overall governance systems for their citizens and businesses, and prepare them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how.

ReSPA is seeking to fill vacancy in the organisation at the level of one **Operations and Finance Manager**

The Operations and Finance Manager has the status of International Staff and is given privileges and immunities under the international law. Nationals of ReSPA Members are eligible to apply.

**Salary range gross €2,500 – €3,000 per month + allowances**

Monthly salary is exempt from income tax in Montenegro in accordance to the Host Country Agreement concluded between ReSPA and the Government of Montenegro, and in addition to the housing and annual leave allowance, an allowance for dependents and participation in Health and Social Insurance has been provided for, subject to eligibility.

The contract will be concluded for three years period, renewable twice based on annual performance evaluation. with the probation period of 6 months. If the operational situation of the organisation requires, the position can be abolished at any time before the expiration of the contract.

### **Key requirements**

- University degree (min 240 ETCS) i.e. VII in one degree under pre-Bologna system in Finance/Economy  
During the recruitment procedure additional points will be awarded to candidates with an advanced Master degree (300 ETCS)
- Min 8 years of professional experience
- At least 5 years experience in auditing, accountancy, financial control or management in public/private sector including management of people and budget responsibilities
- Proven project management experience
- Proven skills on Internet/MS Office software use and use of financial software
- Fluency and ability to write and communicate orally in English as ReSPA official language
- Mother tongue of one ReSPA Members' languages

Qualified candidates are invited to send their Curriculum Vitae – CV (please use the attached template), a cover letter and a Key Experience Statement which should explain how they meet requirements of the position and what is their motivation for working with ReSPA. **The application consisting of the CV (please use the attached template), Cover letter and a Key Experience Statement (all in English) should be submitted by 24.06.2020. by 17:00 CET via email to [recruitment@respaweb.eu](mailto:recruitment@respaweb.eu).** Late applications cannot be accepted.

**Only shortlisted candidates will be contacted.**

Candidates who are invited to the testing phase will receive further instructions on documents to be supplied.

### **Testing phase will consist of the following:**

- English language test organised in cooperation with a suitable testing institution (min B2 level required);
- integrity questionnaire;
- personality questionnaire;
- cognitive ability test;
- behavioral simulation(s);
- competency based interview;
- technical written test;
- technical expert interview.

**PLEASE NOTE:** It is the responsibility of the applicant to ensure that he/she meets the minimum requirements to apply for the position. 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, please, contact [i.bajo@respaweb.eu](mailto:i.bajo@respaweb.eu).

The detailed role profile of the position is attached to the Vacancy announcement.

Job Title	Operations and Finance Manager Accounting Officer			International staff	
Location	ReSPA	City	Podgorica, Montenegro	Gross salary scale €	2500 – 3000
Reports to	Director	Duration	3 years, renewable twice	Allowances	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Child dependants</li> <li>• Health and social ins</li> <li>• Annual vacation</li> </ul>
<b>Purpose of job</b>					
To improve the operational systems, processes and policies in support of organisations' mission and to contribute to the development and implementation of organizational strategies, policies and practices. To oversee the smooth functioning of ReSPA operations including finance, facilities and related services, management of supporting staff and ensuring efficient performance of organization.					
<b>Accountabilities, Responsibilities and Main Duties</b>					
Accountabilities/results:	<ul style="list-style-type: none"> <li>• Ensuring that overall performance of operations meets operational performance targets, financial objectives and compliance criteria</li> <li>• Ensuring that ReSPA has appropriate systems, processes, monitoring, evaluation and management controls in the budget, financial management and procurement</li> </ul>				
Responsibilities:	<ul style="list-style-type: none"> <li>• Budget Preparation and Financial Control based on inputs provided by ReSPA staff</li> <li>• Managing and advising Director &amp; staff on Project Financial Management and Business Acquisition</li> <li>• Procurement of goods and services from Core Budget</li> </ul>				
Main Duties:	<ul style="list-style-type: none"> <li>• Approve Programme activities budgets;</li> <li>• Advise the Director on financial aspects of staffing plans and project proposals and similar activities;</li> <li>• Advise Staff members on financial aspects of project proposals;</li> <li>• Preparing annual budgets and quarterly updates;</li> <li>• Ensuring efficient accounting and daily financial management systems are in place, incl. guidelines or manuals to supplement the Financial Regulation if necessary;</li> <li>• Monitoring the financial situation and cash flow and taking corrective measures where necessary;</li> <li>• Overseeing invoicing and payments;</li> <li>• Preparation of regular and annual financial accounts and report (for submission to the Director, the Budget Committee and the GB);</li> <li>• Preparation for and follow-up of annual as well as ad hoc donor-requested audits;</li> <li>• Update and provide institutional and financial documentation and information for tender proposals;</li> <li>• Management of procurement processes;</li> <li>• Overall responsible for facilities maintenance and management of the related services;</li> <li>• Ensuring effective performance of ReSPA operations, systems, contractors;</li> <li>• Performs duties in accordance with the internal control procedures;</li> <li>• Acting as a Chairman of Evaluation Commission;</li> <li>• Approval of budget data in system;</li> <li>• Approval of supplier data in system.</li> </ul>				
<b>Key relationships</b>					
The nature of the position is such that a variety of key relationships will be required in particular with stakeholders and internal staff. Establishment of effective working relationship with external and internal stakeholders are expected. In addition, Host Country relations and customer relations are essential for the organization image and reputation					
External	<ul style="list-style-type: none"> <li>• Ranges of key contacts in areas related to its functions in National (participants, representatives of ReSPA Members in its governance structures), Regional and International stakeholders (European Commission, OECD and its initiatives) are involved and interested in ReSPA Programme component thus interactions at the level of middle/senior management is expected.</li> <li>• Interactions with suppliers and contractors of corporate support services – customer services</li> <li>• Cooperation with Host Country authorities</li> <li>• Interactions with suppliers and contractors of professional accounting and audit services</li> </ul>				
Internal	<ul style="list-style-type: none"> <li>• Effective coordination and cooperation with Programme managers horizontally, team work with assistants' pool and supporting services will be a significant factor</li> </ul>				
<b>Specific features</b>					
The position might require periodic travel to the Region or international travel and additional time for social networking activities					
<b>Person specification</b>					
Academic Background	<ul style="list-style-type: none"> <li>• University degree (min 240 ETCS/ i.e. VII in one degree under pre-Bologna system) in Finance/Economy</li> <li>• During the recruitment procedure additional points will be awarded to candidates with advanced Master degree (300 ETCS)</li> </ul>				
Professional Background	<ul style="list-style-type: none"> <li>• Min 8 years of relevant professional experience</li> <li>• At least 5 years experience in auditing, accountancy, financial control or management in public/private sector including management of people and budget responsibilities</li> <li>• Proven project management experience</li> </ul>				
Tools	<ul style="list-style-type: none"> <li>• Proven skills on Internet/MS Office software use and use of financial software</li> </ul>				

Languages	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Mother tongue of one ReSPA Members' languages</li> </ul>	
<b>Core Competencies (3<sup>rd</sup> level)</b> Please refer to the 3 <sup>rd</sup> level competencies indicators		
Delivery related	<ul style="list-style-type: none"> <li>• Achievement focus</li> <li>• Analytical thinking</li> <li>• Drafting skills</li> </ul>	<ul style="list-style-type: none"> <li>• Managing resources</li> <li>• Teamwork and team leadership</li> </ul>
Strategic	<ul style="list-style-type: none"> <li>• Strategic thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational alignment</li> </ul>
Interpersonal	<ul style="list-style-type: none"> <li>• Client focus</li> <li>• Diplomatic sensitivity</li> </ul>	<ul style="list-style-type: none"> <li>• Influencing and negotiating</li> </ul>