



ReSPA
Regional School
of Public Administration

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ReSPA Activities are
Financed by the EU

ReSPA Young Professionals Programme

ReSPA is seeking the services of **four young professionals for a period of up to 9 months** to perform general duties and tasks related to ReSPA Programme, and library services. ReSPA as an international institution based in Danilovgrad, Montenegro is devising such a programme for a number of reasons. ReSPA has been entrusted with the mission of boosting regional cooperation in the field of public administration in the Western Balkans and has designed its mainstream activities in domain of the most challenging thematic areas of EU Integration and Public Administration Reform aspects aiming to support the region in the latter mentioned processes through diverse types of activities such as: networks, seminars, trainings, conferences, regional analysis, and many others. We work with central governmental institutions as our main clients and introducing both international and regional expertise.

We are looking for enthusiastic and self-driven individuals to provide support to ReSPA's work and to be a part of our small, but dynamic team and who are keen to contribute to stimulating multicultural team environment and ReSPA interesting and complex portfolio.

Our internship programme will offer final year bachelor, graduate and/or recently graduated students the opportunity to gain real on the job experience and learn new skills through technical cooperation and in management and administration of ReSPA regional programmes i.e. activities.

Selection Criteria

The following are the minimum requirements to apply for ReSPA Young Professionals Programme:

- **Age:** Individuals of 30 years of age or younger
- **Education:** Student in his/her last year of bachelor studies, master or recently graduated (preferably in European studies, law, economics, political sciences or international relations) with placement agreement;
- **Languages:** An excellent written and oral command of English
- **Skills:** Computer literacy skills (MS Office, Social Networking sites, etc), Good analytical and organizational skills

Additional qualifications and values:

- Display autonomous work and ability to act in a team;
- Result-oriented approach and a proactive and cooperative outlook;
- Previous experience in a similar setting will be considered as an advantage
- Display of extra-curricular activities during their tenure in studies (which can identify organizational skills, people skills etc)

Young Professionals Tasks related to ReSPA Activities

- ✓ The Young professional will support the Programme Team of ReSPA in the organization of ReSPA mainstream activities such as: workshops, networking events, conferences as follows:
 1. Contribute to ReSPA Research Analysis (baseline, comparative studies, ah-hoc reports etc)
 2. Assist in the designing process of ReSPA mainstream activities (collection of data, proofreading and editing of texts, etc
 3. Support the communication process with related target audiences (participants, experts, media etc)_
 4. Actively participate in selected ReSPA activities (provide active support to ReSPA team, experts, participants etc)
 5. Provide the support to ReSPA programme team with organizational and logistics arrangements for participants at ReSPA events and events outside Montenegro
 6. Support the day-to-day activities ReSPA team in undertaking any other activities as requested by the supervisor.
 7. Support to Documentation centre and participate in the preparation of promotional activities and outreach services
 8. Performs other duties as assigned or as necessary

A minimum commitment of four-five hours per day, 5 days a week for up to 9 months period is required. Young Professional opportunities will be available Monday - Friday; 9:00 a.m.- 4:30 p.m.

Benefits for working with ReSPA

By working at ReSPA – in an international environment as a volunteer, you will:

- Increase your knowledge and gain skills while providing support to different thematic areas;
- Gain exposure and network with various professionals;
- Gain knowledge about ReSPA as an international institution from inside
- Obtained experience by enrolling ReSPA Young Professionals Programme will help you to further develop your professional and leadership capabilities as well as to set a professional network and contacts.

The Young Professionals programme is based on equal rights and fair competition.

To the successful candidates ReSPA offers:

- Compensation of costs for performing the voluntary assignment at the renowned ReSPA Campus in Danilovgrad
- Acknowledgement and certificate for successful participation in ReSPA Young Professionals Programme

If you are a recent a senior year/master student or a university graduate or looking to invest your time and energy in an international organization please send your CV and motivation letter.

APPLICATION PROCESS

Applications should be written in English and consist of a detailed CV (max. 2 pages, a motivation letter (max. 1 page) indicating the earliest starting date, scanned diploma or index (with grades), and proof of English language knowledge (certificate) if available. These should be sent per e-mail at: youngprofessionals@respaweb.eu mentioning "ReSPA Young Professionals Programme" in the subject line.

Motivation Letter

In the motivation letter please indicate clearly why do you want to be part of ReSPA Young Professionals Programme and what would you bring as an added value to the institution.

Announcement and Pre-Selection

The call for applications will remain in the ReSPA website for a period of 30 days from the announcement day.

After that the pre-selection process will commence. The process will indicate for each candidate the quality of the motivation letter, the applicative experience and the related valid education and the proven record of the English Language proficiency.

Only the successful candidates will be called for an interview.

Interview Process

At the interview stage the candidates will be tested against a number of criteria that shall be able to identify certain skills and abilities of the potential Young Professionals.

ReSPA is offering the Young Professionals Programme for a limited number of four persons, therefore we are recommending to submit your full application as soon as possible.

For more information visit ReSPA website:

www.respaweb.eu