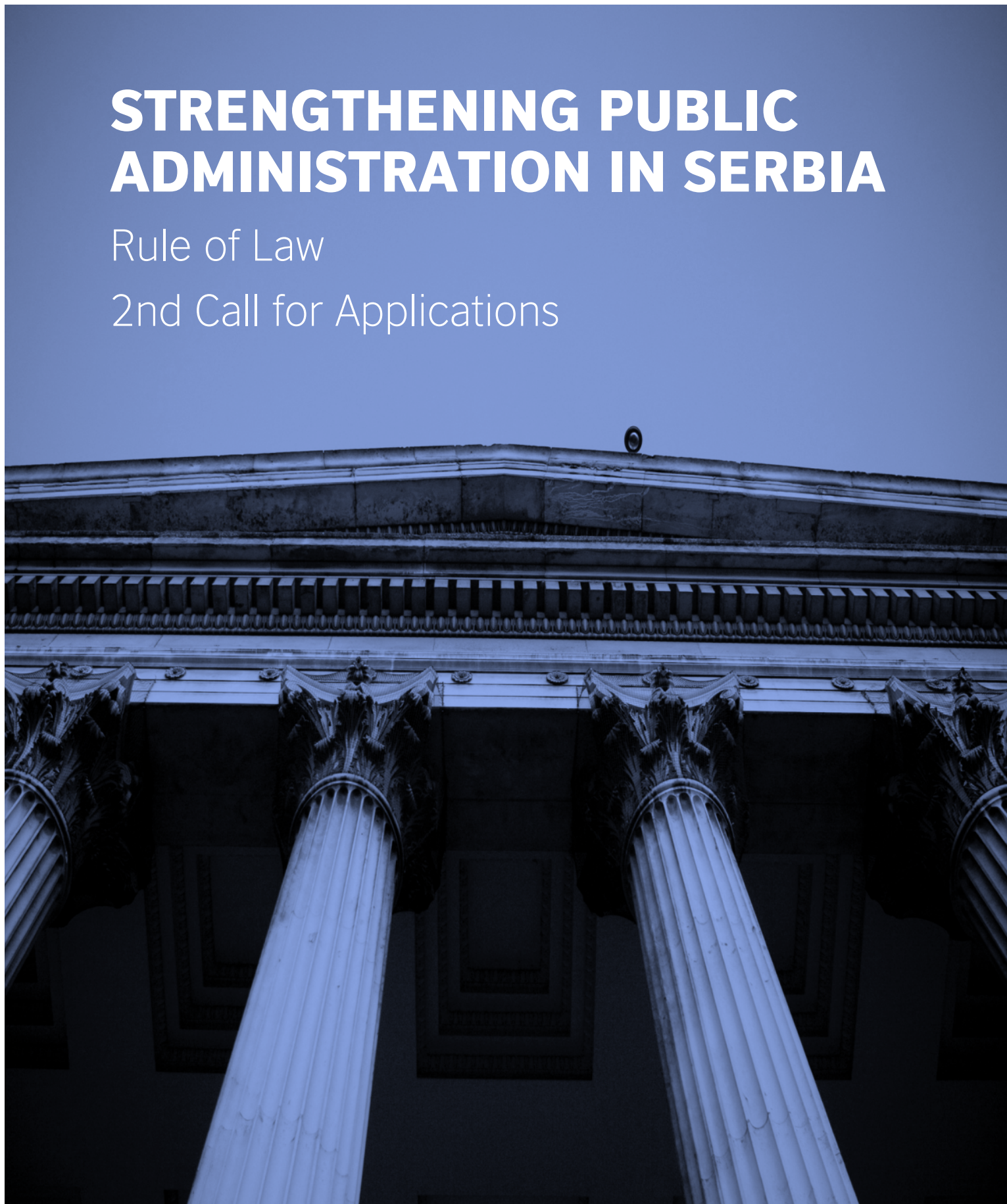


STRENGTHENING PUBLIC ADMINISTRATION IN SERBIA

Rule of Law

2nd Call for Applications



ABOUT THE PROGRAMME

The aim of the programme **‘Strengthening Public Administration in Serbia (with focus on Rule of Law)’** is to strengthen the rule of law capacities through working attachments in the UK for Serbian professionals from state and independent bodies, to help Serbia meet EU accession standards.

This programme envisages work placements in UK institutions for up to ten civil and public servants in duration of up to six weeks over March and April 2016.

Maximum ten placements are available for candidates from both first call (completed in November 2015) and second call (open from 30 November to 13 December 2015).

Employees of rule of law institutions that apply for the second call will be going through the selection process in December 2015.

‘Strengthening Public Administration in Serbia (Rule of Law)’ is funded by the British Embassy and is implemented by the British Council in partnership with the Serbian European Integration Office, in the period from November 2015 to March 2016.

WHO CAN APPLY?

Applications are open to civil and public servants from the following institutions (listed in no particular order or priority):

- Ministry of Justice
- Ministry of Interior
- High Judicial Council
- State Prosecutorial Council
- Anti-Corruption Agency
- Ombudsman
- Commissioner for Information of Public Importance and Personal Data Protection
- Republic Public Prosecutorial Office
- Commercial Appellate Court
- The Misdemeanour Appellate Court
- Administrative Court
- all level of courts from basic courts to the Supreme Court of Cassation inclusive.

We would like to encourage all interested candidates from the listed institutions to apply. This programme is not based on nominations received from institutions and we hope that all of you interested in the programme will get support from your superiors, which is one of the requirements for completion of application. Applicants coming from the listed institutions present our target group for this year’s programme. The list of institutions is indicative and does not

guarantee place in the programme. Depending upon number and quality of received applications, it may happen than more than two candidates are selected from the same institution.

Applications will be evaluated based on job relevance, overall application quality, results of interviews and the level of English language skills of the candidate shown during the selection process.

Programme participants need to be able to communicate fluently and effectively in English language from the date of arrival, and be able to work and participate in all work-related activities in the country of placement. Language tests will be applied as appropriate by the British Council to ensure that each candidate is able to fully satisfy this condition. All four English skills will be tested: writing, reading, listening and speaking.

Testing of English (Aptis test) will be organised only for the shortlisted candidates.

In the application form you will be asked to suggest preferred host institution in the UK and learning objectives you are setting up for your extended working visit to the UK if you are selected. Please note that UK host institutions might not be able to accommodate our requests and alternative programme would be suggested. For this reasons we have engaged a UK Consultant who will be negotiating placements on behalf of selected candidates.

British Council and Serbian European Integration Office are committed to a policy of equal opportunity and welcome applicants from all communities. We work to ensure that people are not unjustifiably discriminated against on the basis of age, disability, ethnicity, gender, religion or belief, sexual orientation or any other irrelevant grounds.

WHAT COSTS DOES THE PROGRAMME COVER?

The Programme will cover the following costs:

- UK visa costs
- airfare: one return ticket, economy class, from Belgrade to the location of placement
- travel/health insurance
- local transportation at the location of placement (this is a fixed amount for each participant)
- 'daily allowance' in the RSD counter value of GBP 70 per night for meals and sundry expenses
- allowance for accommodation (this is a fixed amount for each participant).

Important note: Every participant is expected to take active part in finding accommodation for the stay in the UK.

Funds for some of the costs listed above will be transferred to the candidates' bank accounts in RSD. Some of the costs will be covered directly by the British Council.

The Programme will not provide funds or cover costs of field visits (individual or with colleagues), participation at seminars, conferences, trips out of the place of residence and similar activities.

The Programme will not provide an allowance for any loss of earnings resulting from the candidate's absence from normal work duties in Serbia.

Please note that the SEIO will instruct a successful candidate's employment institution in Serbia about the need to follow the provisions of the Act on Professional Development of Civil Servants (Official Gazette of the Republic of Serbia, No 25/2015), Articles 36 and 37 and principles of the reform of public administration.

The Act stipulates that the institution which employs a successful candidate should sign the agreement on professional development through the form of internship with its employee. This contract agreement will obligate a successful candidate:

- to return to the home institution in Serbia and continue his/her work in Serbian public administration for at least one year upon return. In case of breaching the agreement in respect of this provision and premature leaving of public administration service in Serbia, a successful candidate will be obligated to return the funds received from the home institution (if any)
- to apply the knowledge acquired during working visit (internship) upon return to Serbia.

Please also note that a separate contract will be signed between the British Council and successful candidates which will determine the duties and responsibilities of both sides.

APPLYING FOR THE PROGRAMME

The applicants should complete an online application form. Links to the application form are available on the websites of the Serbian European Integration Office (www.seio.gov.rs) and the British Council (www.britishcouncil.rs).

The application form is in English and you are required to complete the application form in English.

You may start completing the application and return to the application form as many times as you want before the final submission. However, we advise you to study the questions first with particular attention to questions: 19-27. Please see the full list of questions on the British Council website.

**THE DEADLINE FOR SUBMITTING APPLICATIONS IS
SUNDAY 13 DECEMBER 2015 (AT 23.59 CET).**

THE SELECTION SCHEDULE

The selection process will take place from 30 November until 24 December 2015 and will consist of the following stages:

| | |
|--|-----------------------------|
| Application deadline | Sunday 13 December at 23.59 |
| | Monday 21 December (tbc) |
| English Speaking testing | Tuesday 22 December (tbc) |
| | Wednesday 23 December (tbc) |
| | Monday 21 December (tbc) |
| English language testing in Belgrade (Aptis) | Tuesday 22 December (tbc) |
| | Wednesday 23 December (tbc) |
| | Monday 21 December (tbc) |
| Interview in Belgrade in English | Tuesday 22 December (tbc) |
| | Wednesday 23 December (tbc) |

The final results are expected on 24 December 2015 at the earliest.

Candidates who do not receive any information by 18 December 2015 have not entered the second round of application process. This note is due to the large number of applications we expect during the selection process.

ABOUT THE WORK PLACEMENTS

The specific location of each work placement within the UK will be decided on a case by case basis.

It is expected that the work placements will start in mid-March and finish by end-April 2016.

A meeting with the other programmes alumni will be organised prior to the trip to the UK which is an opportunity for networking, getting tips and support from colleagues.

During the stay in the UK all programme participants and their UK superiors/mentors will be visited by the programme monitor.

Upon return from the UK, all programme participants will be expected to contribute to sharing and presentation of knowledge and experience gained through participation in the programme, at the final presentations event and with your colleagues in your employing and other public institutions.

Final presentations event will be organised upon return to Serbia by the British Council (date to be confirmed). Presentation of work experience in the UK is mandatory for all programme participants.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

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