

## PROJECT SYNOPSIS

**Title of the project:** Technical Support to CEFTA Parties for the Recruitment of the Director of the CEFTA Secretariat

**a. Objective:** The purpose of this contract is to assist the CEFTA Parties to develop and implement a suitable recruitment programme to identify and select the most appropriate candidate for the position of Director to lead and manage the CEFTA Secretariat.

**b. Justification:**

**c. Short Description of Activities:**

1. Preparation of Recruitment Criteria and Campaign
2. Provision of advice on Terms and Conditions
3. Initial Evaluation of Candidates
4. Selection of Candidate

**d. Estimated Implementing Period:** 15 January 2017 – 31 May 2017

**e. Expected Outputs of the Activities:** Best candidate selected and recruited

**f. Expected results:** CEFTA Secretariat Director recruited

**g. Estimated Budget:** 25, 000 EURO

**h. Estimated Source of Funding:** OPEN FUND

**i. Selection Criteria required in the contract notice and in the TORs for experts**

### **Qualifications and skills**

- University degree;
- Fluency in both written and spoken English;
- Skilled in people management and motivation;
- Good knowledge of CEFTA would be desirable;

### **General professional experience**

- Have at least 10 years of working experience in economic development and human resource management;
- Experience in working in transition economies;
- Experience of management of recruitment processes for international organisations, multi-national companies, international development organisations and/or technical assistance programme;
- Working experience with EU and /or other international or bilateral donor agencies.

**Specific professional experience**

- Having at least 5 years working experience on trade development, export promotion will be an advantage,
- Specific experience in undertaking recruitment for senior management positions
- Experience of working in the CEFTA Parties will be an advantage.

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