



Call for Applications

Digitalisation and Smart City Officer

Location: Skopje /North Macedonia

Organization: NALAS

Full/Part time: 100%

Fixed term position

Duration: 25 months, with the possibility for extension

Deadline for Application 21/03/2022, 16:30 CET

The Network of Associations of Local Authorities in South East Europe (NALAS) currently has an opening for the position of **Digitalisation and Smart City Officer**.

Within the framework of the project “Building Administrative Capacities of the Western Balkans and the Republic of Moldova – BACID III” the **Digitalisation and Smart City Officer** will contribute to fostering NALAS role in digitalization at the Local Government Level in South-East Europe by supporting the implementation of the respective project activities.

The Network of Associations of Local Authorities of South East Europe (NALAS) was established in 2001 under the auspices of the Stability Pact and the Council of Europe. Today, it gathers 14 national or regional local government associations who represent about 7000 local governments directly elected by around 80 million people. NALAS promotes the process of decentralisation, considering local self-government as a key issue in the current process of transition affecting the various economies in South-East Europe. NALAS builds partnerships in order to contribute to the reconciliation and stabilisation process in the region and henceforth contributes to the process of the European integration of the whole region.

NALAS initiates and carries out regional initiatives for its members and helps the associations to become viable representatives of local authorities vis-a-vis central government. NALAS provides services to Local Government Associations (LGA) and local governments for the benefit of the citizens in the region and is known as the knowledge centre for local government development in South-East Europe. NALAS expands its scope and operational activity through its Secretariat based in Skopje.

Background

Supported by the Austrian Development Agency (ADA), the project “Building Administrative Capacities of the Western Balkans and the Republic of Moldova – BACID III” aims to improve good public governance in the Western Balkans and the Republic of Moldova.

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BACID III¹ activities will focus on two elements of governance that are in urgent need to be further developed and are not sufficiently supported by other donors and actors:

- Increasing the quality of public administration and public services with the Common Assessment Framework (CAF), which is hosted by the Ministries for Public Administrations of the EU-member countries and recognised from EU and OECD SIGMA.
- Decentralisation and local autonomy as key elements of the “Western European Democracy Model” and guarantors for the provision of high-quality local services.

The project partners are 2 Austrian and 2 regional organizations. The Austrian Association of Cities and Towns - AACT as the lead partner provides strategic coordination and political support, while KDZ (KDZ – Zentrum für Verwaltungsforschung) as the second Austrian partner is responsible for project management and implementation. The BACID activities will be implemented together with two regional organizations 1) ReSPA - Regional School for Public Administration and 2) NALAS - Network of Associations of Local Authorities in South East Europe.

ReSPA and NALAS are partners and beneficiaries at the same time because BACID III will contribute to the institutional sustainability of both organizations. BACID will consolidate the Regional Quality Management Centre of ReSPA as a regional CAF centre. BACID will strengthen the technical capacities of NALAS in its core areas (decentralization observatory and fiscal decentralization benchmark) and in developing capacities in digitalization necessary to support the SEE local governments. The activities divided into two pillars tackle separately challenges of national institutions (through ReSPA) and local governments (through NALAS), supported by a separate set of activities focused on inter-sectoral cooperation. All project partners implement various activities with their members to support diversity mainstreaming, gender equality and social inclusion.

The main target groups are civil servants, leadership in public sector organisations from all levels of government and politicians (mainly from the local level) in the economies of the Western Balkans - Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia, Kosovo*² and Moldova.

By contributing to improving good public governance the project will have an impact on the overall socio-economic development of the partner economies. Hence, the project supports both to comply with the OECD-SIGMA principles of public administration for EU-membership in the Western Balkan economies and the Republic of Moldova and to implement the recently adopted SEE 2030 Strategy. The project with its novel approach to achieving the SDGs in a regional framework will be easing post-COVID recovery and strengthening regional sustainability and resilience. To contribute to better recovering from the COVID19 crisis, the project will also target

¹ BACID III is a continuation of the previously implemented initiatives BACID I and BACID II (2018-2021), where numerous municipalities from target economies and CSOs benefited directly from the mentoring programme and BACID small project fund (BACID Fund).

² *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo* declaration of independence

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digitalization by both improving the institutional capacities of NALAS and contributing to LGs capacities on digital transformation. Due to COVID19 pandemic, the need for digitalization of local governments and public services has been dramatically increased in the beneficiary economies.

Therefore, NALAS needs “to strengthen its technical capacities and become more involved in digital transformation at the Local Government Level in South-East Europe”. The initial step will be to analyse digital challenges and elaborate on potentials for SEE local governments to support the digitalization of local public services and in developing “smart cities”. A best practice collection with front runners on digitalization of local public services in the Region will be published. In order for the digitalization and smart city capacities of Local Governments in SEE to be developed a series of workshops, study visits and support to pilot local governments are foreseen. NALAS will also cooperate with the RCC Digital Summits (one per year) and provide municipal good practice cases.

Duties and Responsibilities

Under the supervision of the Executive Director of NALAS, with contributions from short term digitalization experts, the Digitalisation and Smart City Officer will contribute to the achievement of projects’ goals through the implementation of the following activities:

- Analyse digital challenges and elaborate on potentials for SEE local governments to support the digitalization of local public services and in developing “smart cities”
- Prepare and publish a best-practice collection with front runners on digitalization of local public services in the Region of SEE
- Take a lead in the work of the NALAS Working Group on Digitalisation to include representatives of LGAs, as well as Capital Cities and other municipal experts designated by member LGAs.
- Organize workshops (in-person, hybrid and online) with digitalization and smart city frontrunners from the best practice collection.
- Organize study visits with/to frontrunners in digitalization of public services.
- Coordinate and build capacities of LGA Digitalisation Officers nominated by each of the NALAS members to participate in the workshops and further common activities together with other interested local government representatives.
- Ensure cooperation of NALAS with the RCC Digital Summits (one per year) and provide municipal good practice cases
- Plan and implement smart digital city pilots (including the BACID funded pilots of city of Veles and city of Sombor) as a major effort towards increasing NALAS digitalization capacity.
- Contribute to the functioning and quality assuring of the NALAS web-based Observatory Platform.
- Take a lead in developing a position paper on gender equality in the Region
- Prepare regular progress reports for the implemented activities and contribute to the preparation of the financial project reports. Assume responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records.
- Communicate courteously and respectfully with all NALAS members and partners.
- Perform other duties as required by the Executive Director of NALAS.

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The Digitalisation and Smart City Officer is expected to exercise in full compliance with NALAS programming, financial, procurement and administrative rules, policies and strategies.

Competencies

Corporate Competencies:

- Demonstrate commitment to NALAS mission, vision and values.
- Exert strict adherence to corporate rules, regulations and procedures.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Share knowledge and experience; Actively works towards continuing personal learning and applies newly acquired skills.
- Proven ability to problem-solve and think creatively;
- Ability to establish and maintain contacts with senior-level staff of NALAS Secretariat and NALAS members.
- Excellent interpersonal skills.
- Communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including project partners, government representatives, businesses, civil society institutions, donors and other stakeholders.
- Ability to communicate effectively, both orally and in writing, to draft accurate and complete reports and other documents.
- Focus on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good mood even under pressure;
- Demonstrates openness to change and ability to manage complexities.

Required Skills and Experience

Education:

- A bachelor's degree in Digital Systems, Computer Science or Engineering, Business Administration, Mathematics, Statistics or a related field is required.
- An advanced degree (master's or higher) in a relevant field will be considered an asset.
- Additional qualifications in local government, public administration reform, gender, UN SDGs are an advantage.

Professional experience:

- Minimum of five (5) years of relevant experience in ICT projects,
- At least 3 projects experience of ICT in public sector services (preferably local services).
- Minimum of two (2) project experience in analyzing digital challenges and potentials for local governments to support the digitalization of local public services and in developing "smart cities". Proven research and report drafting skills.
- Minimum of two (2) project experience in design (needs assessment, curricula development, material development for delivery and evaluation) and organization of capacity development events (workshops, seminars, etc.), both online and on the spot.
- Experience in development and organizing study visits. At least 2 (two) study visits delivered.
- Experience of at least 3 projects in working with Local Governments. Experience in working with Local Government Associations from SEE is considered an asset.
- Elementary knowledge of the economies covered by the assignment.

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- Minimum of five (5) years of relevant experience in the project management field, i.e. in planning, leading, execution, time management, budgeting, etc.
- Relevant experience of at least three (3) projects in working with international organizations and donors.

Additional Competences

- Experience in the user computers and office software packages (MS Word, Excel, etc)
- NALAS' official language is English. Thus, fluency in both oral and written English is a must.
- Good knowledge of the NALAS countries' languages is an advantage.

Application Process

The interested candidates should submit the following documents in English:

- Cover letter stating the interest for the position as well as explaining the motivation and qualifications; and
- CV.

NALAS especially encourages women to apply for this position.

Applications will be accepted by e-mail at: info@nalas.eu

The **deadline** for submission is **16:30 CET, Monday, 21 March 2022**.

Note: Only short-listed candidates will be contacted and invited for testing and/or interview.

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