



**Date: February 11, 2022**

**Ref.: Chief Program and Communications Officer**

Chair of the RAI Secretariat Evaluation Committee for the selection process of the Chief Program and Communications Officer prepared the Evaluation report for the above stated vacancy announcement (hereinafter: the Evaluation report).

### EVALUATION REPORT

Based on the conducted evaluation, it is proposed that the Employment Agreement is offered to **Ms. Jasna Panjeta** (hereinafter: Applicant 2).

#### EXPLANATION

##### 1. Timetable

	DATE	TIME	VENUE
Vacancy Announcement	January 14 2022	N/A	RAI website, social media profiles
Deadline for submission of applications	February 6, 2022	23:59 (CET)	vacancy@rai-see.org
Initial screening of applications:	February 7, 2022		RAI Secretariat premises
Applications technical evaluation session	February 8, 2022	13.00-15:00	RAI Secretariat premises
Interview questions prep session	February 9, 2022	10.00-10:30	RAI Secretariat premises
Interviews	February 10, 2022	14:00-15:45	Videoconference



## 2. Evaluation

Candidates' applications were evaluated using a cumulative analysis method taking into consideration the combination of the applicant's experience, education, and qualifications. Details on evaluation criteria are laid down in the Vacancy Announcement.

During the evaluation of received applications, it has been noted that:

- Number of received applications: 4 (four)
- Number of applications that comply with the formal requirements of the call: 3 (three);
- The technical evaluation is as follows:

	Exp in projects dev, monitor & report, SEE region	Exp in impl/mng of multiple-donor projects in SEE	Exp in communication relev to PR & promotion in public sector policies	Exp in dev & monitor internal/external communications policies	Exp with diff. stakeholders: gvt inst, PO, intl orgs, CSO in SEE	CMS	Total
Applicant 1	12 /20%	5 /10%	8 /10%	4 /5%	3 /5%	2 +2%	34 /50%+2%
Applicant 2	20	10	9	4	5	2	50
Applicant 3	10	4	9	5	4	1	33

The interviews were scheduled for February 10 with the three candidates. Questions for the interview as well as the practical exercise structure were developed and agreed upon by the Evaluation Committee.



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Results of the interviewed candidates and the total scores are as follows:

Cumulative Score (100%)			
Applicant	Technical Evaluation	Interview Evaluation	Total score
	/50%	/50%	/100%
Applicant 1	34	26	60
Applicant 2	50	49	99
Applicant 3	33	18	51

The Evaluation Committee has reached out to the references the Applicants provided during the selection procedure.

### 3. Conclusion

Consequently, the Evaluation Committee recommends that the Employment Agreement is offered to the Applicant 2.

The evaluation report is hereby

Approved  Not approved

Desislava Gotskova, Head of Secretariat

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