



**Date: April 22, 2024**

**Ref.: Project Officer: Communication and Media**

Chair of the RAI Secretariat Evaluation Committee for the selection process of the Project Officer: Communication and Media 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 fixed-term Employment Agreement is offered to **Ms. Tamara Lazic (hereinafter: Applicant 38)**.

### EXPLANATION

#### 1. Timetable

	DATE	TIME	VENUE
Vacancy Announcement	March 11, 2024	N/A	RAI website, mojposao.ba, social media profiles
Deadline for submission of applications	March 31, 2024	23:59 (CEST)	vacancy@rai-see.org
Initial screening of applications:	April 2, 2024		RAI Secretariat premises
Applications technical evaluation session	April 8, 2024	12:00-15:00	RAI Secretariat premises
Interview questions prep session	April 15, 2024	10.00-11:00	RAI Secretariat premises
Interviews	April 16, 2024	10:00-14:00	RAI Secretariat premises & 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: 63 (sixty-three)
- Number of applications that comply with the formal requirements of the call: 30 (thirty);
- The technical evaluation is as follows:

	Committee Member 1	Committee Member 2	Committee Member 3	Average
<b>Applicant</b>	<b>/50%</b>	<b>/50%</b>	<b>/50%</b>	<b>/50%</b>
4	16%			5%
5	43%	36%	37%	39%
6	31%	30%	32%	31%
11	3%	19%	24%	15%
12	6%	17%	19%	14%
14	36%	21%	19%	25%
19	15%	21%	22%	19%
20	39%	26%	33%	33%
21	36%	29%	26%	30%
25	15%	19%	15%	16%
27	38%	31%	26%	32%
33	40%	31%	21%	31%
34	27%	16%	13%	19%
36	23%	30%	32%	28%
38	34%	34%	32%	33%
39	14%	24%	27%	22%
41	29%	28%	33%	30%
42	28%	22%	24%	25%
43	4%	21%	18%	14%
45	42%	30%	34%	35%
46	23%	27%	31%	27%
48	23%	32%	31%	29%
53	28%	34%	32%	31%
55	29%	25%	28%	27%
56	41%	39%	38%	39%
58	45%	37%	39%	40%
59	14%	17%	18%	16%
60	26%	20%	22%	23%
61	31%	23%	25%	26%
62	23%	22%	20%	22%



The interviews were scheduled for April 16 with six shortlisted candidates (5th and 6th candidate had same score. Questions for the interview as well as the practical exercise structure were developed and agreed upon by the Evaluation Committee on April 15.

Interview and written task evaluation is as follows:

	Committee Member 1	Committee Member 2	Committee Member 3	Average
<b>Applicant</b>	/50%	/50%	/50%	/50%
5	30%	31%	33%	<b>31,33%</b>
20	25%	19%	19%	<b>21,00%</b>
38	47%	44%	47%	<b>46,00%</b>
45	29%	29%	26%	<b>28,00%</b>
56	29%	30%	30%	<b>29,67%</b>
58	36%	42%	37%	<b>38,33%</b>

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

Cumulative Score (100%)			
Applicant	Technical Evaluation	Interview & Task Evaluation	Total score
	/50%	/50%	/100%
5	39%	31.33%	70.33%
20	33%	21,00%	54%
<b>38</b>	<b>33%</b>	<b>46,00%</b>	<b>79.00%</b>
45	35%	28,00%	63%
56	39%	29,67%	68.67%
58	40%	38,33%	78.33%

The Evaluation Committee has reached out to the references applicant 38 provided during the selection procedure.

### 3. Conclusion

Consequently, the Evaluation Committee recommends that the Employment Agreement is offered to Ms. Tamara Lazic (applicant 38). In case Ms. Lazic does not accept the employment offer, or in case she does not perform adequately during the probation period, the Evaluation Committee recommends that the employment would be offered to the second-ranked candidate.



The evaluation report is hereby

☒ Approved ☐ Not approved

Desislava Gotskova, Head of Secretariat

Date: April 22, 2024