



CALL FOR APPLICATION
CAPACITY BUILDING FOR CIVIL SERVANTS OF THE PUBLIC
ADMINISTRATION, INCLUDING TRAININGS/STUDY VISITS//INTERNSHIPS IN
EU MEMBERS STATE ADMINISTRATIONS (“YOUNG CELLS”) SCHEME

A/INTRODUCTION

The Young Cells project is funded by the European Union under IPA II 2020. It will give to 25 civil servants the opportunity to participate to a capacity-building programme, including practical training, mentoring sessions, seminars, workshops and study visits and internships in 5 EU Member States schools and public administrations.

The project will support Albanian Government in the civil service reform through the development and implementation of a training/internship programme dedicated to young civil servants. The program will be implemented by a consortium led by the French National Institute of Public Service (INSP), with the University of Kehl (UASK), in Germany, the University of Bologna (UNIBO) and the region Emilia-Romagna in Italy, as co-applicants and two associated partners the National Centre for Public Administration and Local Government of Greece (EKKDA), and the National School of Public Administration (NSPA) of Croatia in collaboration with the Department of Public Administration (DoPA) and Albania School of Public Administration.

This programme will start in September 2023 and end in April 2024.

B/WHO CAN APPLY AND HOW ?

1) Eligibility criteria for application

- ✓ Albanian citizenship;
- ✓ Having the civil servant status;
- ✓ Currently working in within civil service in state administration, independent institutions and local government units;
- ✓ Civil Servants belonging to Low Level Management (category III-a, IIIa/1) and Executive level (category III-b, IV-a, IV-b and IV-c);
- ✓ Having from 3 to 8 years of working experience in the public administration at the date of application (including the probation year for civil servants);
- ✓ Not to have benefited from similar schemes in the past;
- ✓ Complete and sent the application file to youngcells@insp.gouv.fr before **Tuesday 6th June 2023 at 23:59.**



2) Content of the application file

- Letter of motivation in English, containing following information:
 - What are your reasons to candidate in this program?
 - How your working experiences relates with the key objectives of the Young Cells' project (see Annexe 1)?
 - Which benefit do you expect from the training (for yourself personally as well as for the administrative entity you work for)?
 - How is this training related to your career development project? (if any)
- Act of appointment as civil servant and a copy of proof of work experience from 3-8 year in public administration (*kopje te librezes se punes*)
- CV in English in the format of Europass <https://europa.eu/europass/en/create-europass-cv>

3) Requirements for participation, in addition to eligibility criteria

- ✓ Command of English (mandatory), at least corresponding to C1 level of the <https://europa.eu/europass/en/common-european-framework-reference-language-skills>
- ✓ Command of French, German, Italian, Greek or Croatian language (optional) at least at B1 level;
- ✓ Making sure that you have informed your HR department and your hierarchy about your application and about the dates and content of the training;
- ✓ Making sure that you will be personally available during the training sessions (study visits, teaching and internship period);
- ✓ In case of he/she is selected to participate in the programme, the candidate will be asked to sign a commitment letter. The Commitment letter will include attending totality of the programme's activities, and continuing to serve as a civil servant, at least during the 2 following years after the end of the programme.

C/ ORGANISATION OF THE SELECTION PROCEDURE

The selection will consist of three steps:

1. **Eligibility check**, ie. application screening regarding the eligibility criteria
2. **Preselection**: consists in a written examination to check the level of language proficiency in English, as well as in the optional language chosen (if any).



The assessment is based on a synthesis and analysis of documents in English (and in the optional language if any), about public administration and the current context of EU accession process.

The written examination will last two hours for the English part (common to all candidates). The candidates who will take the written examination in either Croatian, German, Greek, French or Italian (optional language) will have to stay for two additional hours (after a break of at least 30 minutes).

All candidates having reached the threshold corresponding to C1 level in English will be invited to the next selection step.

The score obtained for the optional language (if any) will be communicated to the jury members to be considered for the final decision as an asset for a successful internship in one of the 5 EU member States administrations (up to 20 points).

3. **Interview:** All preselected candidates will meet for an individual interview with the jury (duration: 45 minutes)

D/ TIME FRAME

June 6th (23:59 local time): Deadline for submission of application files

June 19th : Written foreign language examination

June 28th: Publication of list of preselected candidates + Individual invitations for interviews to be sent to pre-selected candidates

July 3rd-12th: Interviews

July 21st : Final participants list to be published on the Young Cells project website <https://ycsalbania.eu/> and on DOPA website www.dap.gov.al.

Other: To get more acquainted with this project please refer to:

1. Annex 1: Project description and aims
2. Annex 2: Programme content

For more information you can write in following address: youngcells@insp.gouv.fr

