



Date: 05.05.2021

Ref.: Head of Secretariat – Second Call

Chief Finance and Operations Officer compiled the Evaluation report for the above stated vacancy.

EVALUATION REPORT

for the position of Head of Secretariat – RAI Core staff. Based on the conducted evaluation, RAI Steering Group agreed to offer the Employment Contract to Ms. Desislava Nikolaeva Gotskova (hereinafter: the Applicant 12).

EXPLANATION

Applications to this vacancy were to be submitted by potential applicants via email to vacancy@rai-see.org.

1. Timetable

	DATE	TIME	VENUE/DETAILS
Vacancy Announcement	March 26, 2021	N/A	RAI website and social media profiles
Deadline for submission of applications	April 16, 2021	23:59 (CEST)	vacancy@rai-see.org
Applications technical evaluation session	April 20, 2021	10:000-12:00	Closed online session
Interviews	April 28, 2021	10:15-13:45	Videoconference

2. Evaluation

Candidate applications determined as responsive/compliant/acceptable were evaluated using a cumulative analysis method, taking into consideration the combination of applicants' education, qualifications, and experience.

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

- Number of received applications: twenty (20);
- Number of applications that comply with the formal requirements of the call: fourteen (14).



The technical evaluation is as follows:

Technical Evaluation – (50%)	
Applicant	Average Score (3-member committee)
	/50%
Applicant 1	42
Applicant 2	25
Applicant 3	26
Applicant 4	26
Applicant 5	33
Applicant 6	35
Applicant 7	34
Applicant 8	19
Applicant 9	15
Applicant 10	21
Applicant 11	43
Applicant 12	38
Applicant 13	28
Applicant 14	34

In accordance with the Vacancy Announcement, five applicants receiving highest score in the evaluation process shall be shortlisted for an interview. However, given that two candidates had the same score for the fifth short-listed applicant, the total of 6 applicants were invited for an interview, as follows: Applicant 1, Applicant 6, Applicant 7, Applicant 11, Applicant 12, Applicant 14.

All interviews were scheduled for April 28, 2021 during the 34th RAI Steering group Meeting that took place in an online format. Interview questions were prepared by the Secretariat and approved by the Steering Group.

Chairperson addressed interview questions with candidates, while the Steering Group members evaluated all interviewed candidates using the standard interview evaluation template. All interviews followed the same procedure, including core questions and timing, to ensure all candidates have an equal opportunity to present themselves.



Following the questions posed by the Chairperson, all candidates were given an opportunity to add any additional information they find relevant, or to ask any questions they might have.

One of the candidates sent an email 5 minutes prior to the scheduled interview, notifying the Secretariat on the unavailability to attend the scheduled interview. Following the discussions, the majority of the Steering group members decided that the candidate will not be offered a new slot for the interview, given that the candidate did not provide explanation on circumstances that led to unattendance to the initially confirmed interview time. Given that initially there were 6 candidates short-listed for an interview, no additional candidates were to be invited for interview.

In accordance with the Office Policies Manual, Section 3.3.8 Hiring, the employment contract shall be offered to applicant who received the highest score out of technical evaluation (50% of total score) and interview (50% of total score).

Total scores are as follows:

Applicant	Technical Evaluation	Interview	Total Cumulative Score
	/50%	/50%	/100%
Applicant 1	42	31.11	73.11
Applicant 6	35	35.00	70.00
Applicant 7	34	34.81	68.81
Applicant 12	38	40.74	78.74
Applicant 14	34	26.30	60.30

RAI Secretariat reached out to the referees that the Applicant 12 provided in the application and received positive feedback.

3. Conclusion

Following the selection procedure, the Steering Group selected Ms. Desislava Nikolaeva Gotskova/Applicant 12 for the position of Head of Secretariat.