

DECISION

No. 669, dated 7.11.2018

ON THE APPROVAL OF PROCEDURES, EVALUATION CRITERIA, AND NOTIFICATION DEADLINES FOR THE SELECTION OF CANDIDATES TO BE APPOINTED TO THE POSITION OF “GENERAL DIRECTOR OF THE INSTITUTE OF STATISTICS”

Based on Article 100 of the Constitution and point 3, Article 16, of Law no. 17/2018, "On Official Statistics", upon the proposal of the Prime Minister, the Council of Ministers

DECIDED:

1. Approval of the procedures for selecting candidates to be appointed to the position of “General Director of INSTAT”, based entirely on professional criteria, in order to ensure the leadership of the Institute of Statistics in a professional, independent, and integrity-based manner.
2. The selection of candidates for the General Director is carried out through the implementation of open and public competition procedures, by the Council of Ministers, based on point 3, Article 16, of Law no. 17/2018, "On Official Statistics".
3. For the implementation of the selection procedure, the Secretary General of the Council of Ministers establishes an ad-hoc commission, the “Special Candidate Evaluation Commission (SCEC)”, consisting of three members, as follows:
 - a) 1 representative from the Prime Minister’s Office, who is also the chairman of the SCEC;
 - b) 1 representative from the Bank of Albania;
 - c) 1 representative from the academic staff of the Faculty of Economics, University of Tirana.
4. The members of the SCEC are appointed by the heads of the institutions specified in point 3 of this decision, upon the request submitted by the Secretary General of the Council of Ministers and in accordance with point 5 of this decision, at least 10 (ten) days before the publication of the competition announcement by the Prime Minister, as per point 6 of this decision.
5. The members of the SCEC must meet the following criteria:
 - a) Have completed higher education and hold at least a master’s scientific degree;
 - b) For members representing the Prime Minister’s Office and the Bank of Albania, have worked for no less than 5 (five) years at a minimum middle management level and have knowledge in the field of statistics;
 - c) For the member representing the Faculty of Economics at the University of Tirana, have no less than 5 (five) years of work experience and hold an academic degree;
 - ç) Have no disciplinary measures in force;
 - d) Have not been members of political parties for the last 3 (three) years prior to appointment as a member of the SCEC;
 - dh) Have not been criminally convicted by a final court decision;
 - e) Have not been removed from office as a result of disciplinary measures.
6. The Secretary General of the Council of Ministers announces the vacancy for the position “General Director of INSTAT” no later than 6 (six) months from the date of the end of the mandate in office, in the Public Notices Bulletin and on the official electronic websites of the Prime Minister and INSTAT, until the deadline for the submission of documents by applicants.

In cases of release from office for any of the causes provided in point 6, Article 16, of

Law no. 17/2018, "On Official Statistics", the Secretary General of the Council of Ministers announces the vacancy for the position of General Director of INSTAT within 5 (five) days from the date of the vacancy creation.

7. The competition announcement for the vacant position contains the following data:
 - a) A brief description of the nature of the work and the function to be covered;
 - b) The list of admission criteria;
 - c) The list of documents that must be submitted;
 - ç) The place where the documents must be submitted and the deadline for submission;
 - d) The date when the list of candidates qualified for the testing phase will be announced;
 - dh) The date and place of the testing;
 - e) The method of notification and communication with the parties;
 - ë) The fields of knowledge for which candidates will be interviewed, and the relevant bibliography.
8. The candidate for General Director of INSTAT must meet the criteria set forth in point 5, Article 16, of Law no. 17/2018, "On Official Statistics".
9. The SCEC evaluates the applications submitted within 35 (thirty-five) calendar days from the closing date of the applications. If the number of applications submitted is high, their evaluation by the commission may be extended, but not more than 15 (fifteen) calendar days.
10. The evaluation procedure of applicants is carried out in two phases. In the first phase, the SCEC evaluates the files to verify if they meet the criteria set in point 5, Article 16, of Law no. 17/2018, "On Official Statistics". At the end of the verification process, the SCEC prepares the list of applicants who meet the criteria and the list of applicants who do not meet the criteria to be appointed.
Applicants who meet the criteria are individually notified of their qualification within 2 (two) calendar days from the SCEC's decision. The list of qualified candidates is published on the official electronic website of the Prime Minister.
Applicants who do not meet the criteria are individually notified of their disqualification and the reasons for disqualification within 2 (two) calendar days from the SCEC's decision.
If there are fewer than 3 (three) applicants who meet the legal criteria, the procedure is re-announced from the beginning.
11. Persons disqualified under point 10 of this decision may submit an appeal to the SCEC within 5 (five) days from receiving the notification of disqualification. Appeals are reviewed by the SCEC within 3 (three) days from their submission. The documentation of the review of appeals and their treatment is part of the testing documentation, which is initially delivered to the Council of Ministers for candidate selection, and then to the Assembly for the appointment of the winning candidate.
12. In the second phase, the SCEC evaluates the candidates qualified in the first phase. The maximum evaluation score is 100 points. Candidate evaluation is carried out according to a procedure that includes maximum points for each of the following phases:
 - a) Evaluation of the candidates' CVs, which includes assessment of education, experience, and training related to the field, up to 40 points, according to point 14 of this decision;
 - b) Structured oral interview, up to 60 points.
13. Each member of the SCEC gives their individual assessment for each candidate. The final evaluation for the candidate is calculated as the average of the points given by each member.

14. The evaluation of the CVs for the position “General Director of INSTAT” will be carried out based on:
 - a) Evaluation of certificates or other qualifications, aside from the scientific degree "Doctor": up to 10 points;
 - b) Work experience in managerial positions: up to 10 points;
 - c) Experience in the field of production and/or use of statistics: up to 10 points;
 - ç) Knowledge of foreign languages, other than English: up to 5 points;
 - d) Presentations of papers at scientific conferences/symposia: up to 5 points.
15. The structured oral interview is conducted to assess candidates on their knowledge in statistics, their management philosophy, strategies, and innovations they may bring as leaders of a public institution.
16. The structured oral interview is conducted as follows:
 - a) The interview takes place on the day and at the place specified in the competition announcement;
 - b) The commission determines the topics of the interview and the maximum points in these areas:
 - i. Knowledge in the field of statistics, content of the five-year official statistics program;
 - ii. Knowledge of the Constitution, Code of Administrative Procedures, and legislation on public administration functioning;
 - iii. Knowledge of legislation on which the functioning of the National Statistical System is based;
 - iv. Management philosophy;
 - v. Strategies and innovations that may be introduced during the performance of the managerial function.
 - c) Regarding the provisions of sub-points “iv” and “v” of letter “b” of this point, candidates present a brief presentation in PowerPoint format to the commission.
17. At the end of the evaluation process, the SCEC prepares a list with the names of the candidates, the total points of each, and notifies them individually within 2 (two) days of the evaluation completion. The list of candidates and their points is published on the official electronic website of the Prime Minister.
18. Interested persons may submit complaints to the SCEC within 5 (five) days from the notification of the evaluation. Complaints are reviewed by the SCEC within 3 (three) days of their submission.
19. The documentation of complaint reviews, under point 18 of this decision, and the manner of their resolution is part of the testing documentation delivered to the Council of Ministers for candidate selection and subsequently to the Assembly for the appointment of the winning candidate.
20. At the end of the candidate evaluation, the SCEC prepares a summary report where all information about the procedure followed and the candidates' evaluation is reflected.
21. In conclusion, the SCEC ranks the candidates based on their points and submits the list to the Secretary General of the Council of Ministers for further decision-making by the Council of Ministers.
22. After reviewing the list of qualified candidates, the Council of Ministers proposes to the Assembly not less than 3 (three) candidates who meet the above requirements and in whom the Council of Ministers has confidence regarding their professional capacity in the field of statistical production and the leadership of an institution.
23. The proposal of candidacies to the Assembly is accompanied by the complete administrative documentation of the candidate selection and by the report signed by the SCEC, according to point 17 of this decision.

24. If none of the proposed candidates are approved by the Assembly, the procedure for candidate selection starts anew, according to the rules of this decision.
25. The SCEC operates within the premises of the Prime Minister's Office or ASPA until the appointment of the General Director of INSTAT by the Assembly.
26. The Secretary General of the Council of Ministers and the members of the Special Candidate Evaluation Commission are charged with the implementation of this decision.

This decision enters into force after publication in the Official Gazette.

PRIME MINISTER
Edi Rama