

Human Resources Management Development Portfolio in Romania



Job classifications, and competencies, including digital skills

Output name	Description
Technical Assistance: Developing a Unitary Human Resources Management System Within the Public Administration	
Concept note for Competency Framework Approach (March 2019, Complementary, under Deliverable 3.2)	Outlines inter-alia the purpose, methodology, and benefits of developing a structured system to identify and assess key skills and behaviors.
Developing standardized job descriptions (January 2020 - Deliverable 3.1)	Presents the development and implementation of standardized job descriptions within public administration. The architecture of the standardized job descriptions system is detailed, including principles, target groups, and roles. The document reviews the current legal framework and practices, categorizes job types, and provides generic job descriptions for various levels of civil servants. It also covers job families by professional level and functional domains, and includes an annex with a specific job description template
Draft of the Competency Framework (January 2020 - Deliverable 3.2)	Provides recommendations to design a civil service competency framework to support the Government's civil service reform plan as well as the recruitment and performance management systems.
Report on presentation workshop of the competency framework (July 2020 - Deliverable 3.3)	Showcases stakeholder engagement activities to design and refine the proposed draft of the competency framework. The report describes the meetings in the co-design phase, technical presentations with key stakeholders, and a presentation workshop of the final deliverables.
HRM Procedural Manuals Part I-IV (March 2021, Deliverable 2.3)	The manuals aims to support NACS experts and HR departments within public institutions in the operationalization and implementation of the competency framework in executing core HRM processes. The manuals include the procedural steps necessary for implementation and standardization of job descriptions, methodologies for consistent and uniform application, effective use of the competency framework in HRM processes, and methods, tools, and techniques for assessing competencies within different HRM processes.
Compendium with standard job descriptions (September 2020 - Complementary)	The document aims to inform the HRM Manuals on the use of competencies in the HR processes. It offers a general overview of public jobs and how their associated job descriptions should reflect in a standardized manner, their role, core tasks and the job requirements, including general and specific competencies. The report includes a set of tools to be used by public institutions to develop the proposed generic job descriptions, such as the glossary of terms, proposed action verbs to be used in the job descriptions, correspondence between generic and specific job description, among others.
Review of international experience (January 2020 - Deliverable 3.4)	The report presents international practices for HR practices and country case studies, with a focus on competency framework.
Report on e-learning module: Recruitment, Competency Framework (June 2022, Complementary 2.5)	Provides a description of the e-learning modules on the proposed Competency Framework and the new Recruitment system, including context and purpose. The e-learning modules present the findings and recommendations of the main thematic areas.

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Technical Assistance: Strengthening the Administrative Capacity of the National Agency for Civil Servants (NACS)	
Report on analysis of the mandate, functions, jobs and competencies within NACS (April 2023 - Output 1.1)	The objectives of this report are the following: i) identify the potential gaps and overlaps in NACS' mandate, in its structure, operational framework and workflows, in relation with the HRM reforms that the Agency needs to lead and deliver; and ii) conduct a jobs analysis consisting in identifying the gaps between existing competencies of NACS staff and competencies needed to fulfil the overall mandate of the Agency.
Tools, guidelines and working procedures for two HRM functions (April 2023, Output 2.2)	Proposed tools and working procedures primarily targeting the operationalization of the competency framework and of the national competition.