



NIER's Policy for Open, Transparent and Merit-based Recruitment of Researchers

July, 2017

The NIER's OTM-R

Introduction

Open, Transparent and Merit-based Recruitment (OTM-R) is a document which is one of the pillars of the European Charter for Researchers and in particular of the Code of Conduct for the Recruitment of Researchers, that was launched in 2005, and to which NIER joined in 2015.

The OTM-R aims to ensure that the best person for the job is recruited and brings benefits to researchers, institutions and the wider research system as a whole. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility. Overall, it will contribute to an increase in the cost-effectiveness of investments in research.

The NIER's activities are related to scientific researches in economy, finance, statistics, reforming of social sphere and integration of the Republic of Moldova in world economic circuit. The Institute collaborates with numerous Moldovan and foreign academic centers, with central and local administration bodies, as well as representatives of business and social stakeholders, that is why the OTM-R is strongly necessary for improving the whole process of HR recruitment process, as well as to make more transparent the management of researchers' career. In this context, NIER aims many a long time to enhance the capabilities and experience of its human capital, improve its financial capacity, in order to apply many classic and new methods and technologies in research process. Because the NIER also, prepares PhD students, it is very important that the education system is very modern one, and also often are invited many famous professors from scientific centers/universities from other countries by organizing some trainings/seminars for young researchers and PhD-students in fields of which they are interested in. All of this is effectively used in the NIER's research/academic facilities and strengthening the links between training, research, innovation and private (business) sectors which lead to a sustainable knowledge society.

1. Basic Principles

It is vitally important and actual for NIER, as a priority to ensure that the whole recruitment process is an open, transparent and merit-based selection process, and as a result will be selected the best recruited candidate. More of that, following these principles is deemed to foster international mobility of researchers, knowledge exchange, and ultimately increase the quality of research overall.

As NIER has assumed the responsibility to respect and implement all principles listed in European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C) of EU, the procedures applied for selecting and hiring personnel are governed by a set of basic principles that guarantee all persons equal access to employment in accordance with the constitutional principles of equality, merit and ability, while respecting the national and international regulations in this area, specifically the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C). More of that, the principles of the C&C are applicable also for the recruitment of all staff of NIER, regardless of their professional category, including not only researchers, but also technical and administrative personnel. As within the NIER, there is a Republican Technical Scientific Library (RTSL) - specialized in info-documentary field relevant to the process of research, expertise, knowledge and education, it is a

holder of a unique heritage of Moldova and has a major role in the preservation, digitization and facilitate access to collections, national and international databases, which mission is to provide access to unlimited resources, quality information products and services in order to contribute to the study and research in the country and to promote scientific results and innovations in the environment business, is very important to have a professional staff which was recruited according to all C&C's principles and directives.

Till now, NIER by default, according to the NIER's Human Resources Policy, whole recruitment of staff was done through competitive selection process, but now it will be more transparent and more open, as there is a clearly document in this field, which was approved at the Scientific Council of NIER, and was fully disseminated. In this context there many criteria of applying as the following:

- I. **Publishing:** Information about the open vacancies will be published on NIER's website and other national and international job portal(s) with wide outreach and in Monitorul Oficial of RM (the official journal of Moldova, which had initially been released in 1994. Since its first number, this paper began to produce a concise chronicle of the main historical, political and cultural events, which contributed to the progress and foundation of the modern Moldovan state.) The job offers must include a broad description of the knowledge and competences required, state the specific title of the position offered, the main functions to be performed, the criteria applied for evaluating the applications, and deadline for application
- II. **Transparency:** The published job offers shall define the minimum requirements and evaluation criteria, and the relative importance of each of the requirements. Equality: The job offer must ensure that no applicant is excluded, except when the requirements outlined in the offer itself are not met. All applications fulfilling the application requirements are reviewed, by not discriminating in any way the applicants' gender, age, ethnic, national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion, social or economic status.
- III. **Merit and ability:** The selection must be based on the evaluation of the CVs using predefined evaluation templates, scoring scale, interviews, technical or psychometric test or any other system to ensure the objectivity of the process. Career interruptions or chronological variations of CV are not penalized but are considered as part of professional evolution and therefore as potentially valuable contribution to the professional development of researchers towards a multidimensional career path.
- IV. **Professionalism and Impartiality:** The Selection Committee must evaluate all merits of the applicants and will consist of professionals of both from the area of research management and professionals or technicians with the applicable scientific knowledge, and with no conflict of interest with the candidates admitted to the selection process.

2. Selection Committee

The Selection Committee has a minimum of three members, with different levels of experience and competences, and with appropriate balance between men and women.

The Selection Committee ensures the appropriate assessment and evaluation of academic and professional qualifications, including non-official qualifications, especially in the context of international and professional mobility. The evaluation criteria should be consistent with the requirements of the position offered. The names of members of the Selection Committee are published and approved by the Scientific Council of NIER.

3. Procedure

All open vacancies will be posted on the website of the NIER, in the Monitorul Oficial of RM (the official journal of Moldova) and on additional job portal(s) with wide national or international outreach. In particular for research profiles, this shall be the EURAXESS jobs portal. All candidates who respond to a job offer will receive an email confirming receipt of their application.

After assessment of the eligibility of the candidates, a list of candidates included in the selection process will be published.

The selection procedure is competitive and consists of two phases: first, assessment of the merits based on the application, and second, an evaluation of the skills based on personal interview. The candidates admitted to the personal interview are evaluated against the predefined and transparent criteria and results of the selection process published online.

4. Working conditions

NIER offers its employees working conditions in line with Moldovan labor law and the principles of the C&C, with full social security coverage and the latest technologies to carry out high quality research or technical activities. Also, in the Collective Labor Contract of NIER, stipulates many details specific for NIER's employees and fully endorses the principles embodied in the European Charter for Researchers by incorporating into its labor regulations important measures to reconcile work and family life.