

Annex 1 - Request for service

Request for service – direct search for managers for Národná banka Slovenska

The aim of the service is to identify, attract and secure a highly qualified candidate for a managerial position in the Slovak central bank, Národná banka Slovenska (NBS).

Národná banka Slovenska aims to build upon its reputation as a highly regarded, mid-sized European central bank with outstanding specialist knowledge in specific areas.

To continue the modernisation and expansion of its analytics departments, the Bank is looking to recruit a new Director of Economic and Monetary Analysis. The department is an authoritative voice on macroeconomic, monetary, fiscal and long-term structural policy issues in Slovakia with the strategic goal of establishing itself as an internationally recognised hub of expertise in selected areas.

The successful candidate will possess many of the following:

- strong background in macroeconomics, monetary economics and/or finance, preferably with a PhD,
- track record in publishing high-quality policy-relevant analysis or research,
- work experience in policy making or evaluation (central bank or international organisation),
- knowledge of macroeconomic developments and monetary policy issues in the euro area,
- understanding of the regional specifics of economic development in Central and Eastern Europe,
- experience in managing medium-sized research projects involving international cooperation,
- ability to coach and motivate analysts working in a team,
- good communication skills, including communication with non-specialist audiences.

Service request

1. Candidate profile processing
 - a. Consultations with the company to understand the requirements and expectations for the position to be filled.
 - b. Creation of a detailed candidate profile including requirements for education, experience, skills and personality traits.
2. Search and requirement of suitable candidates
 - a. Identification of suitable sources for candidate search (company database, professional networks, contacts, etc.).
 - b. Active search and outreach to potential candidates, including those not actively seeking new employment.
 - c. Creating and posting of job advertisements on relevant platforms.
3. Selection of suitable candidates
 - a. Evaluation of resumes and profiles of suitable candidates by the company.
 - b. Conducting of preliminary interviews with suitable candidates to assess their qualifications, professional knowledge and experience.
 - c. Reference and employment checks for suitable candidates.

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4. Presentation of suitable candidates to NBS
 - a. Preparation and submission of profiles of selected candidates meeting the company's requirements, including assessments and references.
 - b. Organization of interviews between suitable candidates and NBS.
5. Decision-making on the selection and onboarding of the best candidate.
 - a. Advice and assistance in final selection of the most suitable candidate.
 - b. Onboarding advice and support during the onboarding process for the selected candidate.
6. Timeline for finding a suitable candidate
 - a. Creation of a timeline for the entire process, divided into phases:
 - Development of the candidate profile
 - Search for suitable candidate
 - Selection of suitable candidates
 - Organization of interviews with suitable candidates
 - Selection and onboarding of the final candidate
7. Communication with NBS during the search process
 - a. Setting milestones and communication throughout the entire search process, with regular progress updates (number of suitable candidates, number of applications received, number of candidates contacted, etc.).
8. Company requirements
 - a. Experience in executive search and specialization in finding suitable candidates for specific position.
 - b. Thorough market knowledge, detailed understanding of the market.
 - c. International experience in searching for suitable candidates.
9. Pricing of the provided service
 - a. Pricing models (flat fee/percentage of annual salary/hybrid model)
 - b. Content and price of core service.
 - c. Additional payments, any extra charges.
 - d. Additional services and their pricing.
 - e. Terms and conditions for payment.
 - f. Guarantees provided with the service.