



Programme funded by
EUROPEAN UNION



VACANCY ANNOUNCEMENT

for the Black Sea Basin Joint Operational Programme 2014-2020 Joint Technical Secretariat

GENERAL INFORMATION

The ENI CBC Black Sea Basin Programme 2014-2020 is part of European Union's Cross- Border Cooperation (CBC) under the European Neighbourhood Instrument (ENI) which extends the principles of CBC among EU Member States via the European Territorial Co-operation programmes.

The programme strategy builds upon the previous cooperation framework, the Black Sea Basin ENPI CBC Programme 2007-2013 and considers relevant EU strategies and policies (including the Blue Growth strategy etc.) to ensure the coherence of programme support with existing EU strategic frameworks.

The ENI CBC Black Sea Basin Programme 2014-2020 is focused on two ENI CBC thematic objectives, namely Business and SME development and Environmental protection and climate change mitigation and adaptation.

The Joint Technical Secretariat (JTS) is responsible for the day-to-day implementation of the Programme and for fulfilling all the tasks delegated by the Managing Authority (MA) for the implementation of the Programme with regard to the Joint Monitoring Committee (JMC) secretariat, project generation, evaluation and selection of the projects, technical, economic and financial monitoring of the projects, information and publicity.

The tasks of the JTS for the ENI CBC Black Sea Basin Programme 2014-2020 are fulfilled by the South East Regional Development Agency (SE RDA).

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PROJECT OFFICER (1 position)

The Project Officer is responsible for the management of the entire project management cycle, including the development of the applications, the evaluation, the contracting, the monitoring of the projects, as well as their amendment and finalization, for assistance to applicants/beneficiaries, organization and participation in programme/projects events, contribution to reporting on programme/ projects progress.

► MAIN INDICATIVE TASKS

- Responsible for the preparation of the calls for proposals, for providing information and support for the preparation of the applications, for projects evaluation, for projects contracting;
- Responsible for the monitoring and evaluation of the projects (including result-oriented monitoring), for providing assistance to the Beneficiaries regarding the technical and financial matters during the entire project implementation period;
- Collects and aggregates data and prepares statistics and monitoring figures, analysis of progress at project and programme level considering Programme's indicators;
- Supports the implementation of the Programme's Communication Strategy and of the Annual Information and Communication Plan;
- Organization and participation in relevant project development events (ex. seminars, conferences, workshops and other events), as requested; attends and delivers presentations at seminars, conferences and other project events;
- Contributes to the elaboration of the Annual Implementation Report, final implementation report, other technical or financial reports related to project implementation, as requested by the MA;
- Responsible for introducing data related to the projects in the electronic monitoring system of the programme - e-MS;
- Proposes and develops modifications/updates of internal procedure manuals whenever necessary;
- Performs any other relevant duties deriving from the management of the Programme assigned by the Head of the MA or by the Head of SE RDA from legal and/or administrative point of view.

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► PROFILE

Employment criteria

- University degree (European studies, economics, technics, law, political studies, public administration, business administration, other related studies);
- Experience for at least 3 years in implementation and/or monitoring from the technical and financial point of view of EU financed projects /programmes proved by the activities undertaken and presented in the CV;
- Good knowledge of spoken and written English and another language of the programme area, demonstrated by studies and/or previously undertaken activities;
- Very good computer skills: MS Office, Internet.

► ASSETS

- Experience to work in an international environment;
- Work experience in cross border cooperation EU funded projects/programmes;
- Knowledge of EU cross-border cooperation programmes;
- Good knowledge of project management;
- Good understanding and knowledge of the programme area;
- Experience in delivering presentations - both formal and informal - on a regular basis to diverse groups;
- Good communication and drafting skills;
- Creative and problem-solving oriented;
- Negotiation skills;
- Willingness and availability to travel.

FINANCIAL OFFICER (1 position)

The Financial officer will be mainly responsible for the Programme and project level financial issues: financial management of the entire project management cycle, including the development of the applications, the evaluation, the contracting, the monitoring of the projects, as well as their amendment and finalization.

► MAIN INDICATIVE TASKS

- Responsible for the preparation of the calls for proposals, for providing information and support for the preparation of the applications, for projects evaluation, for projects contracting;
- Responsible for the monitoring and evaluation of the projects (including result-oriented monitoring), for providing assistance to the Beneficiaries regarding the technical and financial progress during the entire project implementation period;
- Ensures the financial verification of all the documents related to the reports prepared by the Beneficiaries, before their submission to the MA;
- Contributes to the elaboration of the Annual Implementation Report, final implementation report, other financial reports related to project implementation, as requested by the MA or SE RDA;
- Proposes and develops modifications/updates of internal procedure manuals whenever necessary;
- Responsible for the preparation, update and submission to the MA of the programme financial statistical data;
- Responsible for collecting and introducing relevant data into the programme electronic monitoring system e-MS, in order to allow financial monitoring at programme level;
- Attends and delivers presentations at seminars, conferences and other project events, as necessary;
- Performs any other duties deriving from the management of the Programme assigned by the Head of the Managing Authority or by the Head of SE RDA, from legal and/or administrative point of view.

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► PROFILE

Employment criteria

- University degree in finance or other related fields;
- Experience for at least 3 years in implementation and/or monitoring from the technical and financial point of view of EU financed projects /programmes, proved by the activities undertaken and presented in the CV;
- Experience in budget planning, management and reporting;
- Good knowledge of spoken and written English and another language of the programme area, demonstrated by studies and/or previously undertaken activities;
- Very good computer skills: MS Office, Internet.

► ASSETS

- Experience to work in an international environment;
- Work experience in cross border cooperation EU funded projects/ programmes;
- Knowledge of EU cross-border cooperation programmes;
- Good knowledge of project management;
- Good understanding and knowledge of the programme area;
- Experience in delivering presentations - both formal and informal - on a regular basis to diverse groups;
- Good communication and drafting skills;
- Able to propose solutions for administrative procedures related to programme and project management;
- Creative and problem-solving oriented;
- Negotiation skills;
- Willingness and availability to travel.

Recruitment Process

The recruitment process shall consist of:

1. Selection of CVs

The CVs and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria mentioned for the respective position.

The Selection Committee will evaluate the experience and competencies of candidates, based on the documentation submitted, as requested by the selection criteria.

This phase is eliminatory; on the basis of its assessment, the Committee will establish a short list of candidates. The shortlisted candidates, who will be invited to the interview and to the written test, will be notified by e-mail sent to the addresses indicated in the CVs.

Any rejected candidate may submit a written complaint by e-mail to the addresses mentioned below, within 2 working days from the date of the email announcing the decision of the Selection Committee on the selection of CVs.

2. The interview and the written test

The interview and the written test will be held in Constanta, at JTS's headquarters which is located in Constanta, 48 A Tomis Blvd, Romania.

The candidates should be aware that the travel expenses will not be reimbursed irrespective of the final results.

Before the interview, the candidates must present (only for confirmation) the original and valid identity document (e.g. identity card, passport), otherwise the candidates will not be accepted for the interview nor for the written test.

The written test shall take place immediately after the interview, depending on the number of candidates.

Both the interview and the written test will assess the knowledge of candidates and their relevance for the respective position (legal framework knowledge, English language etc.).

All candidates shall be scored both for the interview and the written test (in English). Maximum score is 100, passing score is 70 for each of the stages.

The final ranking of the candidates for the JTS positions will be established as follows:

- For each position, the ranking will be calculated in the descending order of the score obtained as the average between the score obtained for the interview and the score obtained for the written test.
- The candidates who obtained the final score less than 70 points shall be rejected.

The candidates will be informed on the results of the interview and written test by e-mail, according to the indicative timetable. Also, the final results will be published on the programme website: <http://blacksea-cbc.net/>.

Following the announcement of the results, any rejected candidate may submit a written complaint, by e-mail, to the addresses mentioned below, within 2 working days from the date of the e-mail with the official announcement of the interview and written test results.

TERMS OF EMPLOYMENT

Type of contract

According to the Romanian national legislation in force, the individual labor contracts considered shall be concluded for a limited duration, having in mind the temporary availability of the below 2(two) positions due to the suspension of the respective employment current contracts.

According to the Romanian legislation, in case the titular employee decides to come back to work before the deadline foreseen in the suspension act, the temporary labor contracts shall be terminated.

The approximate duration is:

- 18 months - for financial officer;
- 24 months - for project officer

The labor contracts will be concluded in written form, with the express indication of the duration/validity.

Also, in case the titular employee decides to prologue the suspension period, the temporary labor contracts may be extended, if SERDA and the temporary employee agree.

The position is based on a full-time contract under the Romanian law.

Location

The position will be based at JTS's headquarters located in Constanta, 48 A Tomis Blvd, Romania.

The staff of the JTS will have to travel occasionally to the MA and SE RDA headquarter and upon request, to other locations where Programme/projects activities are carried out.

Monthly salary

The monthly net amount paid according to the labor contract, after deduction of all common charges (taxes, social charges), shall be 5450 lei (aprox. 1168 Euro).

The amount is fixed and is not subject to any negotiation with the Employer.

Specific terms of employment

1) The selected persons from EU shall undertake the following steps:

- The own statement as concerns the residency in Romania shall be submitted to the General Inspectorate for Immigration Constanta;
- A certificate for recognition of studies shall be issued by the Romanian National Ministry of Education. If the case may be, selected persons should prepare a set of documents to be submitted to the Romanian National Ministry of Education. SE RDA shall assist them in submitting the documents and getting

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the certificate of recognition of studies. Please note that the procedures of recognition and equivalence of bachelor diplomas does not apply to diplomas obtained in well-known, prestigious universities (please consult the list of well-known, prestigious universities/institutions, attached herewith);

- The individual labor contract will be signed with the respective person. The execution of tasks may start immediately after the signature of the labor contract;
- A registration certificate is needed for getting the individual identification code. The needed documents shall be submitted to the General Inspectorate for Immigration Constanta after signature of the labor contract in Romania;
- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases;
- Criminal record.

IMPORTANT!!

In the absence of the individual identification code, no payments can be made by SE RDA to the persons.

2) The selected persons from non-EU shall undertake the following steps:

- A letter for confirming the employment of the non-EU citizens according with the Order no 25/26.08.2014, art. 3 (2c) (with no mandatory condition of obtaining the employment notice) shall be issued by the General Inspectorate for Immigration Constanta;
- The long stay visa for employment purposes shall be obtained. In order to get the long stay visa for employment, selected persons shall submit to the Romanian Embassies/Consular Offices from their country of origin/residence an application file. It is mandatory to make proof of the renting contract in order to demonstrate the residency in Romania;
- A certificate for recognition of studies shall be issued by the National Ministry of Education. If the case may be, selected persons should prepare a set of documents to be submitted to the National Ministry of Education. SE RDA shall assist them in submitting the documents and getting the certificate of recognition of studies. Please note that the procedures of recognition and equivalence of bachelor diplomas does not apply to diplomas obtained in well-known, prestigious universities (please consult the list of well-known, prestigious universities, attached herewith);

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- The individual labor contract shall be signed with the respective person. The execution of tasks may start immediately after the signature of the labor contract;
- The work permit shall be obtained by submitting the necessary documents to the General Inspectorate for Immigration Constanta. The issuance of the work permit is done in Romania, by Romanian authorities. Based on the work permit, the persons will obtain individual identification codes which will be used for labor contract taxation purposes;
- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases;
- Criminal record.

IMPORTANT!!

In the absence of the individual identification code, no payments can be made by SE RDA to the persons.

3) For Romanian citizens or for other citizens with legal working rights in Romania, the labor contract shall be signed after the submission of the following documents:

- Identity Card - in copy;
- Work certificate proving length of service starting 01.01.2011 until present;
- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases;
- Criminal record.

Application procedure

Interested applicants for any of these positions shall submit scanned copies of the following documents in English language (unofficial translation):

1. Resume (CV) (using the Euro pass format) - signed on each page;
2. Motivation letter - signed;
3. Proof of education, professional experience and language knowledge (diplomas, recommendation letters, etc.).

Each candidate shall apply for one position only.

Applications should be sent by e-mail to the following email address: recruitment@adrse.ro.

THE DEADLINE FOR SUBMITTING APPLICATIONS IS: 14th of September 2018

Only applications received by the closing date to this vacancy announcement will be eligible for consideration.

In case the deadline will be extended, the information will be posted on the programme website.

Nevertheless, please consider 14th of September 2018 as deadline for submitting the applications.

Indicative Timetable

Deadline for submitting the documents by e-mail (application package)	14.09.2018
Information by e-mail about the results of the selection of CVs	17.09.2018 - 21.09.2018
Submitting the complaints regarding the results of the CVs selection	within 2 working days from the date of the e-mail announcing the decision of the Selection Committee
Interview and written test	01.10.2018 - 02.10.2018
Information by e-mail about the result of the interview and written test	03.10.2018 - 05.10.2018
Submitting the complaints regarding the results of the interview and written test	2 working days from the date of information about the result of the interview and written test

Bibliography

1. Regulation (EU) No 232/2014 of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument;
2. Commission Implementing Regulation (EU) No 897/2014 of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulation (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument;
3. Joint Operational Programme Black Sea Basin 2014-2020