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VACANCIES 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 programme and takes into account 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 will focus 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 will be fulfilled by the South East Regional Development Agency (SE RDA).

HEAD OF JOINT TECHNICAL SECRETARIAT (1 position)

The **Head of JTS** bears the overall responsibility for the work of the JTS. He/she ensures the timely performance of tasks delegated to the JTS, the high quality of JTS staff activity and supervises that the work of JTS is in line with all relevant regulations and procedures.



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► **MAIN INDICATIVE TASKS**

- Daily coordination and supervision of the JTS activities and its staff;
- Support the Programme's management structures (Joint Monitoring Committee, Managing Authority, Audit Authority, National Authorities, Control Contact Points) in the operational and financial implementation of the programme and support the flow of information between them;
- Responsible for the preparation of the calls for proposals, for providing information and support for the preparation of the applications, for projects evaluation and selection, for project contracting;
- Responsible for the monitoring and evaluation of the operational and financial implementation of the projects;
- Coordinates the support provided to the MA in the promotion of the programme and the implementation of the Communication strategy and Annual Communication Plans;
- Coordinates the organisation of technical meetings and of programme events, forums, seminars, conferences, etc., as necessary; attends and delivers presentations at seminars, conferences and other events;
- Coordinates the introduction of data related to the projects in the electronic monitoring system of the programme (e-MS);
- Contributes to the elaboration of the Annual Implementation Report, final implementation report, other technical or financial reports related to Programme/projects implementation, as requested by the MA;
- Develops and maintains effective and constructive relationship with the different stakeholders concerned in the Programme at national, local or at the level of participating countries;
- Proposes and develops the updates modifications/updates of internal procedure manuals whenever necessary;
- Performs any other duties deriving from the management of the Programme, assigned by Head of the MA or by the Head of SE RDA from legal and/or administrative point of view.

► **PROFILE**

Employment criteria

- University degree (European studies, economics, technics, law, political studies, public administration, business administration, other related studies);
- Experience for at least 5 years in implementation and/or monitoring EU financed projects /programme, proved by the activities undertaken and presented in the CV;
- At least 5 years of experience in team leading;
- 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.



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► ASSESTS

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

PROJECT OFFICER (5 positions)

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 finalisation, 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 and selection, 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;
- Organisation 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;



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- 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.;

► **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 (2 positions)

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 finalisation.



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► **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 and selection, 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;

► **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;



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- 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.

COMMUNICATION OFFICER (1 position)

The communication officer will be responsible for the efficient implementation of information and communication activities of the programme, providing advice on visibility and communication related requirements to potential applicants and project beneficiaries and ensuring smooth working of all IT applications, databases and programmes used by JTS.

► MAIN INDICATIVE TASKS

- Responsible for the implementation of information and communication activities delegated to the JTS;
- Supports the Managing Authority in the overall promotion of the Programme, dissemination of programme achievements and of project results;
- Elaboration of the Annual Information and Communication Plan;
- Responsible for the preparation of the calls for proposals, for providing information and support for the preparation of the applications, for projects evaluation and selection, for projects contracting;
- Advises beneficiaries on opportunities and obligations for information and publicity, as well as on other communication aspects;
- Elaborates, disseminates Programme and projects information/communication materials, documents (regular newsletters, leaflets, brochures, press releases and other publications);
- Contributes to the elaboration of the Annual Implementation Report, final implementation report, other reports related to programme communication activities, as requested by the MA;
- Responsible for the preparation, update and submission to the MA of the statistical and of the monitoring information regarding implementation of the information and communication plan;
- Responsible for collecting and introducing relevant data into the programme electronic monitoring system e-MS;
- Develops, manages and maintains a Programme data base (contact lists and mailings lists), makes it public and disseminate information on successful projects;



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- Responsible for updating the information on Programme's web page and on social media tools;
- Designs and organises seminars, conferences and other communication and information events for potential applicants and/or beneficiaries; attends and delivers presentations at seminars, conferences and other events;
- Proposes and develops modifications/updates of internal procedure manuals whenever necessary
- Performs any other 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).

► **PROFILE**

Employment criteria

- University degree in relevant discipline(s) (e.g.: communication, marketing, public relations, journalism);
- At least 3 years of experience with information and communication activities in international and/or EU-funded projects/programmes
- experiences in organising events, including conferences and trainings;
- Good knowledge of spoken and written English and in another language of the programme area, demonstrated by studies and/or previously undertaken activities;
- Very good computer skills: MS Office, Internet;
- Excellent writing and editing skills;

► **ASSETS**

- Have a sound computer literacy: MS Office, Internet, databases;
- Experience of working in an international team;
- Work experience in cross border cooperation EU funded projects/programmes;
- Knowledge of graphic and multimedia tools;
- Experiences in editing publications including the coordination of the entire editing process of publications
- Experience in delivering presentations - both formal and informal - on a regular basis to diverse groups
- Creative mind, excellent writing, editing, communication and networking skills;
- Willingness and availability to travel.



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LOCATION AND DURATION OF THE IMPLEMENTATION PERIOD OF THE CONTRACTS

➤ Location

The position will be based at the Joint Technical Secretariat's premises in Constanta, 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.

➤ Terms of employment

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

➤ Date of starting the activities

It is expected that the experts shall start their activity immediately after the signature of the contract.

➤ Duration of the contracts

The contracts are valid from the signature date until 30th of September, 2024 providing the recruited staff successfully passed the initial 90 calendar day probation period.

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 Europass 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 email to the following email addresses: adrse@adrse.ro and blacksea-cbc@mdrap.ro .

Note: It is mandatory to send the applications to both e-mail addresses mentioned above.

THE DEADLINE FOR SUBMITTING APPLICATIONS IS: 29 April 2016



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

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 above, 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 Bucharest, at the Ministry of Regional Development and Public Administration headquarters.

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.

Both the interview and the written test will test the knowledge of candidates, which are relevant 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 100, pass mark 70 for each of the stages.



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The candidates will be informed on the results of the interview and written test by e-mail, according to the indicative timetable.

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

The results obtained following the analysis of the complaints as well as the final results will be published on the following websites: www.adrse.ro, <http://blacksea-cbc.net>; www.mdrap.ro.

Indicative Timetable

Deadline for submitting the documents by e-mail (application package)	29 th of April 2006
Information by e-mail about the results of the selection of CVs	9-13 May 2016
Submitting the complaints regarding the results of the CVs selection	within 2 working days from the date of the email announcing the decision of the Selection Committee on the selection of CVs
Interview and written test	16-20 May 2016
Information by e-mail about the result of the interview and written test	23-27 May 2016
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