



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 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).

PROJECT OFFICER (2 positions - 1 position permanent duration and 1 position temporary duration)

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.



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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, 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 projects monitoring activities 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/JTS 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;



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► ASSETS

- Experience of work in an international environment;
- Work experience in cross border cooperation EU funded projects/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;

The above-mentioned criteria are compulsory and will be assessed based on the documentation submitted by the candidate. In case no clear proof provided, clarifications will be required. In case requested clarifications will not be submitted in due time (according to the schedule), application will be rejected.

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 evaluated in the second stage based on their CV's assets, 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 address recruitment@adrse.ro, within 2 working days from the date of the email announcing the decision of the Selection Committee on the selection of CVs.

2. Evaluation of the candidate Assets

This second phase is also eliminatory; Maximum score is 100 points, passing score is 50 points for this stage.

3 subsections will be evaluated based on the documents submitted to the competition file, respectively:

1. Experience of work in an international environment:



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- <1 year - 0 points;
 - 1-3 years - 18 points; (0.5 points/month)
 - >3 years - 30 points. (0.5 points/month, but no more than 30 points)
2. Work experience in cross border cooperation EU funded projects/programmes;
- <1 year - 0 points;
 - 1-3 years - 18 points; (0.5 points/month)
 - >3 years - 40 points. (0.5 points/month, but no more than 40 points)
3. Work experience in project management.
- <1 year - 0 points;
 - 1-3 years - 18 points; (0.5 points/month)
 - >3 years - 30 points. 0.5 points/month, but no more than 30 points)

The shortlisted candidates, who will be invited to the interview, 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 address recruitment@adrse.ro, within 2 working days from the date of the email announcing the decision of the Selection Committee **on the second phase, the evaluation of assets in the CVs.**

3. The interview

As a result of the selection of the candidates from the second stage (Evaluation of the assets), all the candidates declared admitted will be informed by email sent to the address communicated in the CV regarding the day and time established by the employer when the interview will be held.

Due to COVID-19 pandemic sanitary measures, the interview will be held **ONLINE**.

Before starting the interview, each candidate will be informed that the interview is recorded and everyone will give their verbal agreement on this issue.

Candidates will take the responsibility for ensuring the technical conditions for conducting the interview. SE RDA does not assume the responsibility for any technical problems of the candidate in order to access the online platform.

The interview's duration is 30 minutes for each candidate. Connecting with a delay of more than 10 minutes from the time set and communicated to each candidate by email sent to the address indicated in the CV, leads to the elimination of the candidate. Interruption during the online interview for more than 10 minutes leads to the elimination of the candidate.

Before starting the interview, the Committee will verify by video the identity of each candidate by requesting them to present the identification documents.



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The interview will take place online, on the **Webex platform**, accessing the link that will be sent on the e-mail of each candidate, at the date and time set by SE RDA.

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

All candidates shall be scored for the interview. Maximum score is 100, passing score is 70.

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

- The ranking will be calculated in the descending order of the score obtained.
- The candidates who obtained a score less than 70 points shall be rejected.

The candidates will be informed on the results of the interview 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 e-mail address recruitment@adrse.ro, within 2 working days from the date of the email with the official announcement of the interview test results.

Scoring system

The online interview will be structured in 2 sections, as follows:

Section 1 „Knowledge regarding the Black Sea Programme” - the score obtained in this section counts for 70% of the total score.

Each member of the Selection Committee will address each candidate 1 question, based on bibliography. These will be scored with maxim 100 points for question/answer.

The score obtained in section 1 represents the points obtained for the questions addressed.

Section 2 - the score obtained in this section counts for 30% of the total score.

Sub-sections:

Communication skills - maxim 50 points

Knowledge of English language - maxim 50 points

The score obtained in section 2 represents the sum of the points obtained for the 2 sub-sections.

The total score of each evaluator consists of:

- **70%: the score obtained for section 1;**
- **30%: the score obtained for section 2;**

The final score obtained by each candidate participating in the interview represents the average of the evaluators' total scores.



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Please follow the programme website www.blacksea-cbc.net, SERDA website www.adrse.ro and social media accounts (Facebook and Instagram @BlackSeaBasin), where related administrative details might be published during the process.

TERMS OF EMPLOYMENT

Type of contract

According to the Romanian national legislation in force, the individual labor contracts considered shall be concluded for one position for permanent duration and for one position for a limited duration, having in mind the temporary availability of the below one position due to the suspension of the respective current employment contract.

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

In case of temporary labor contract, the approximate duration is 6 months, with possibility of extension, in case that permanent employee decides to extend the suspension and if SE RDA agrees.

The permanent labor contract will be available for the period of time on which the SE RDA will have the responsibility to implement the Joint Operational Programme Black Sea Basin 2014-2020.

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

Location

The position will be based at JTS's headquarters which is 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.

During restrictions of COVID-19 pandemic, work labour may be replaced with teleworking, but only on the territory of Romania, according to the Romanian legislation in force.

Monthly salary

The monthly net amount paid according to the labor contract, after deduction of all common charges (taxes, social charges), shall be 6142 lei (aprox. 1.200 Euro), calculated at the Romanian National Bank exchange rate from 01.02.2021.



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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 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



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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);

- 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 original language with attached English language unofficial translation:

1. Up-to-date Resume (CV) (using the Euro pass format - <https://europass.cedefop.europa.eu/en/home>) - including candidate's photo (mandatory);
2. Motivation letter outlining why the applicant wants the job, what special attributes the applicant would bring to the job and what skills, knowledge and experience the applicant has which are transferrable to this position - signed (handwritten or electronically);



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3. A valid document proving the candidate's identity (e.g. identity card, passport); also this document will be presented during the interview;
4. Declaration of the applicant regarding personal data - signed (handwritten or electronically);
5. Two reference letters, which might be verified (so please include the phone numbers/e-mail addresses of the signatories that may be contacted during recruitment process);
6. Proof of education, professional experience and language knowledge (diplomas attesting a successful completion of the required level of education; diplomas or certificates indicating the completion of trainings or courses relevant for the position; certificates or other relevant documents proving professional work experience, clearly indicating starting and finishing dates and the nature of duties carried out, such as official labour documents, certificates, relevant sections of contracts etc; certificates or other relevant documents proving the English language knowledge, diplomas, recommendation letters, etc.);
7. Statement on own responsibility, that the candidate has a clean criminal record, signed (handwritten or electronically)(the candidate declared admitted must submit a Certificate of Criminal Record before the signature of the employment contract).

In case different names appear on the identity card/diplomas/certificates etc., a proving document (scanned) must be attached (e. g. marriage certificate, divorce certificate etc. which is necessary to be translated in English language as unofficial translation).

Applications should be sent by email to the following email address: recruitment@adrse.ro, specifying one of the positions: PROJECT OFFICER PERMANENT DURATION or PROJECT OFFICER TEMPORARY DURATION.

The candidate who obtained the highest final score, in descending order of centralized scores, is declared admitted for the requested position.

A reserve list will be established for each position.

If the position of project officer for the temporary duration is not filled due to non-attendance or due to the fact that no candidate managed to obtain the minimum score, the Committee may ask the candidates on the reserve list of the position of project officer for permanent duration, in descending order of the score obtained, if they would like to hold the position of project officer for temporary duration.

Each candidate shall apply for one position only.

THE DEADLINE FOR SUBMITTING APPLICATIONS IS: 08.03.2021

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 08.03.2021 as deadline for submitting the applications.



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All candidates who will submit their application before the closing date will receive a confirmation e-mail. Also, the candidates who will submit the application after the closing date will be notified by email that the application is not eligible for consideration.



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Indicative Timetable

Deadline for submitting the documents by e-mail (application package)	08.03.2021
Information by e-mail about the results of the selection of CVs	22.03.2021
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
Information by e-mail about the results of the evaluation assets	05.04.2021
Submitting the complaints regarding the results of the Evaluation assets	within 2 working days from the date of the email announcing the decision of the Selection Committee
Interview	12.04.2021 *
Information by e-mail about the result of the interview	14.04.2021
Submitting the complaints regarding the results of the interview	within 2 working days from the date of information about the result of the interview

*If the large number of candidates who will participate in the interview does not allow this test to take place over one day, the Selection Committee reserves the right to organise the interview over several days. Candidates will be informed in due time about this aspect by e-mail sent to the address communicated in the CV.



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Bibliography

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2. **Annexes to ENI CBC Black Sea Basin Joint Operational Programme 2014-2020** (<http://blacksea-cbc.net/wp-content/uploads/2015/12/BSB-JOP-Annexes.rar>)
3. **Regulation (EU) No 232/2014** Establishing a European Neighbourhood Instrument (<http://blacksea-cbc.net/wp-content/uploads/2015/11/Reg-232-2014.pdf>)
4. **Implementing Regulation (EU) No 897/2014** 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 (<http://blacksea-cbc.net/wp-content/uploads/2015/11/Reg-897-2014.pdf>)
5. **Implementing Regulation (EU) 2020/879 of 23 June 2020** amending Implementing Regulation (EU) No 897/2014 as regards specific provisions to align the provisions for the implementation of cross-border cooperation programmes financed under the European Neighbourhood Instrument with specific measures in response to the COVID-19 pandemic (<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32020R0879&from=EN>)
6. **Project Implementation Manual revision 3**, applicable starting with December 2020 (https://blacksea-cbc.net/wp-content/uploads/2020/12/201217_PIM_revision-3.rar)