

POSITION: PROJECT OFFICER WITHIN THE PROGRAMME JS (Nr. 2 Units)

ANNEX 1 – ROLE AND MAIN TASKS, ADMISSIBILITY REQUIREMENTS AND EVALUATION CRITERIA

JOB POSITION

Project Officer (Nr. 2 units) within the JS of the Interreg IPA II CBC Programme “Italy, Albania, Montenegro” 2014/2020.

ROLE AND MAIN TASKS

According to Article 23 of Regulation (EU) No 1299/2013, the Joint Secretariat shall assist the Managing Authority and the Monitoring Committee in carrying out their respective functions for the sound Programme implementation. The Joint Secretariat shall also promote the Programme, disseminate its results at the adequate level, provide information to potential beneficiaries about funding opportunities under the Cooperation Programme and shall assist beneficiaries in the implementation of operations.

The main functions of the **Project Managers within the JS** are to ensure a sound management of the Programme and provide assistance to final beneficiaries for a sound management of the projects.

Specifically, they:

- collaborate with the MA and other JS staff in all operational steps linked to the Programme opening, intermediate and closure operational procedures;
- collaborate to the drafting of Programme monitoring documents and support the MA in fulfilling its duties with respect to the annual reporting obligations towards the EC and other specific management issues that may arise with the EC during the Programme lifetime;
- cooperate with other Programme bodies (Certifying Authority, First Level Control-bodies and the Albanian and Montenegrin National Info Points) for the smoothest implementation of the cross border project initiatives;
- support the drafting of relevant parts of the Programme calls for proposals and related documents of the Application Pack;
- support the drafting of relevant parts of the Projects implementing documents (implementing manuals, reporting formats, ...);
- facilitate the projects generation process and provide technical support to potential beneficiaries during the project application phase, in the respect of the fair competition principle among the applicants;
- assess the project proposals, on the basis of the eligibility and selection criteria set into the Programme;
- collaborate with final beneficiaries providing support and assistance during the projects implementation, according to the Programme rules;
- collect and review progress reports submitted by Lead Partners;
- process the applications for reimbursement;
- maintain, monitor and update the data in the e-MS, with reference to all project steps and issues;
- support the organization of Programme events.

ADMISSIBILITY REQUIREMENTS

The admissibility requirements comprise a set of requirements, which the applicant has to fulfill in order to be eligible for the specific selection procedure. Failure to comply with one or more of the admissibility criteria will result in disqualification of the concerned applicant.

In order to participate to the selection procedure, the applicant must comply with what foreseen in the “Art.6 – Submission of the application dossier” of the Public vacancy notice.

Additionally, the applicant must:

- Have a University Degree of at least 4 years¹;
- Have at least **5 years** of experience in EU funded Cooperation Projects / Programmes foreseeing the cooperation between two or more Countries.

The applicant, at the application stage, self-declares the possession of an excellent command in the English language (C1 level or equivalent) and at least a basic knowledge of the Italian language.

EVALUATION OF TITLES AND EXPERIENCES ON THE BASIS OF THE CV

Only candidates fulfilling the admissibility requirements will be admitted to the evaluation of titles and experiences based on the CV.

EDUCATION	MAX SCORE
Post-graduate career: Ph.D. and masters, respectively of at least 3 years and 1 year duration	5
WORK EXPERIENCES	
Professional experience in the operational management of Programmes and Projects funded by EU, national and regional funds.	35
MAX TOTAL	40 points

Please note that the periods of possible overlapping between more than one professional positions are counted only ones.

TECHNICAL AND BEHAVIORAL INTERVIEW

Only candidates fulfilling the admissibility requirements will be admitted to the technical and behavioral interview.

The interview, with a max score of **60 points**, will focus on:

- European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation and IPA II ones; EU financial and implementing regulations (focus on CTE, ERDF and IPA ones);
- Understanding of IPA partner States political, administrative, economic and financial contest;
- Public Procurement rules of CBC IPA Programmes
- Systems of Operational and Financial Management and Control of CBC IPA Programmes;
- Problem solving attitude;

¹ If a degree is not obtained in EU, it should be officially recognized by the Italian Consulate with a Declaration of value. This document has to be provided only by the selected candidate prior to the contract signature.

- English language command;
- Knowledge of Italian and/or Albanian and/or Montenegrin languages.
- computer skills (MS Office including Excel, PowerPoint - or Open Office equivalent-, database and project management IT tools and Internet).