

**European Territorial Cooperation Programme Interreg V-A
Greece - Italy 2014/2020**

Vacancy Position: n. 1 Administrative Assistant within the Joint Secretariat (JS)

ROLE AND MAIN TASKS

The Administrative Assistant provides support to the core JS.

Job description:

- Responsibility for the setting up and maintenance of the Programme's mailing list and contacts databases;
- Responsibility for the operational management (drafting, protocol, sending) of the Managing Authority's communications towards project beneficiaries, Monitoring Committee, other Programme Authorities, the European Commission and the Programme national referents;
- Responsibility for the management of the Programme document archives;
- Responsibility for the operational secretary activities of the Programme;
- Responsibility for the internal communications among the MA, the JS, the Antenna and the Info Contact Points;
- Supporting the MA in convening and managing the Monitoring Committee meetings, including the functions of meetings reporting;
- Supporting the MA and the JS staff in the organization and operational management of Programme events.

EVALUATION OF TITLES AND EXPERIENCES ON THE BASIS OF THE CURRICULUM VITAE

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.

The overall evaluation procedure of the core JS will be based on the following elements:

1. **Admissibility requirements:** on/off eligibility admission;
2. **Additional qualification:** working experience evaluation based on CV (50/100 score);
3. **Professional qualification:** to evaluate during interview (30/100 score);
4. **Language and computer skills:** to be proven by test/interview (20/100 score).

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

Admissibility requirements

In order to be eligible for the specific selection procedure, the applicant needs to fulfill a set of the following admissibility requirements:

- Have a valid and recognized (note: “recognized” is needed only for non-European Union countries) University degree of at least four years in any field of relevance of the above mentioned tasks as accepted at the Public Sector of the applicant’s country of citizenship;
- Have at least 2 years of working experience in a relevant post;
- Advanced knowledge of the English Language (Level C1 or equivalent), which will be examined with a spoken and written test by the Joint Selection Committee.

The candidate has to submit a self-declaration that he/she possesses the above mentioned requirements.

Only applicants fulfilling the admissibility requirements will be admitted to the evaluation of the following titles and experiences based on the CV and to the technical and behavioral interview.

Additional Qualifications

- Professional experience as an administrative assistant in Programmes or Projects funded by EU and/or, national and regional funds;
- Paper and digital document archive keeping skills;
- Experience on organizing events;
- Good knowledge of the Italian language or, Good knowledge of the Greek language.

Technical and behavioral interview

Professional qualification:

- European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;
- EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2014-2020 programming period;
- Knowledge on Programme’s administrative obligations;
- European Macro-regional Strategies, with a specific focus on EUSAIR;
- Text drafting skills in English language;
- Text drafting skills in Italian or Greek language;
- Press office management capacity;
- Cooperation Programmes and projects fundamental communication requirements;
- Working experience in an international and multicultural environment.

Personal skills:

- Team spirit and problem solving attitude;
- Capacity to managing office procedures so as to ensure effective delivery of services;
- Determination to take personal responsibility for delivery of high quality results to tight deadlines.

Language and computer skills:

- Computer skills (Office including Excel, PowerPoint - or Open Office and Internet). The candidate will be required to sit for a computer test prior to the interview);
- Advanced knowledge of the English Language (Level C1 or equivalent), which will be examined with an oral and written test by the Joint Selection Committee);
- Good knowledge of the Italian language which will be examined during the interview;
- Good knowledge of the Greek language which will be examined during the interview.