

*The Ministry of Regional Development and Public Administration (Romania) is announcing the vacancy for the:*

## ***Project Officer - Contracting (4 positions)***

INTERREG V-A Romania-Hungary is a Cross-border Cooperation Programme, focused on supporting the development of the cross-border region by improving employment and promoting cross-border labour market, investing in health and social infrastructure, promoting the efficient use of resources and common values, improving the sustainable cross-border mobility, improving risk prevention and disaster management and enhancing the cooperation of institutions and communities.

The Joint Secretariat is a programme body, independent of the national or regional structures. It is responsible for the day-to-day programme management and supplies potential applicants with information, provides advice during the application process and accompanies the beneficiaries until the projects are finished. The JS gives support to the Monitoring Committee and to the Managing Authority with certification function. The daily communication and cooperation with the Managing Authority is an essential factor for the effective implementation of the programme. The JS is established in Oradea, Bihor county, Romania, within the Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO).

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### **JOB DESCRIPTION**

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The Project Officer - Contracting is responsible with the activity of contracting for the projects financed by the Programme and other specific related activities within the department. He/she is also responsible for implementing the programme in accordance with the recommendations of the Monitoring Committee and relevant EU regulations and national legislation.

In accordance with the responsibilities given to the JS, he/she has mainly the following tasks:

- to contribute to the developments/revision of guidelines, manuals, procedures and instructions for the programme;
- to assure the contracting of the projects according to the Monitoring Committee recommendations and the relevant EU regulation, principles and policies;
- to perform on-site visits necessary for the (pre) contracting activity;
- to draft the legal contracts as required by the Programme's rules;
- to draw up reports with the situation of contracts signed;
- support contracting process when necessary with respect to the internal methodology;
- to have the obligation to identify and report irregularities and management risks within the Programme;
- contributing to the drafting of the annual reports to the EC;

- advising applicants, Lead Beneficiaries (LB) and other project beneficiaries on opportunities and obligations, as well as other relevant aspects;
- to follow the course of the contract by verifying documents, technical reports, public procurement records, etc.;
- to be actively involved in the implementation of Programme support activities/events, including further monitoring;
- to regularly upload relevant data to the Programme's monitoring and information system;
- to perform on-site visits and draw up project implementation reports;
- monitoring the project's closure.

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## QUALIFICATIONS AND EXPERIENCE REQUIRED

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### **A. Eligibility criteria**

Candidates will be considered eligible for selection on the basis of the following formal criteria:

- to be a national of a Member State of the European Union;
- to be entitled to his/her full rights as a citizen;
- to be physically fit to perform the duties linked to the post;
- to have thorough knowledge in English (fluent in speaking and writing) and at least in one of the official languages of the two Member States involved in Programme;
- to have a long duration education, which corresponds to completed higher education cycle - college / university studies (higher education bachelor or master), attested by a diploma, preferably in the fields managed by the Programme, economic, legal or management related fields.

### **B. Selection criteria**

- at least 3 years of experience in one of the intervention areas of the Programme or in a field related to the position;
- at least 2 years of experience in the management of EU-funded Programmes or projects.

*The two above-mentioned criteria are compulsory and will be assessed based on the documentation submitted by the candidate.*

- the knowledge of Hungarian language represents an advantage (for one position);
- ambition to work in an international environment;
- creative and problem-solving oriented, interested in new learning experiences;
- communicative, open minded and a good team-worker.

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## APPLICATION PROCEDURE

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The vacancy is published in parallel in Romania and Hungary on the websites of the Ministry of Regional Development and Public Administration ([www.mdrap.ro](http://www.mdrap.ro)), the Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO) ([www.brecoadea.ro](http://www.brecoadea.ro)), the website of the Prime Minister's Office - Hungary ([http://palyazat.gov.hu/interreg\\_v\\_a\\_romania\\_magyarorszag\\_2014\\_2020](http://palyazat.gov.hu/interreg_v_a_romania_magyarorszag_2014_2020)), on the website of the Hungary-Romania Cross Border Co-operation Programme (<http://2014.huro-cbc.eu/en/>) and on the INTERACT website ([www.interact-eu.net](http://www.interact-eu.net)).

The application package consists of scanned copies of the following:

- a short motivation letter, maximum one page;
- an up-to-date, detailed curriculum vitae (using Europass format - available at <https://europass.cedefop.europa.eu/en/home> - is mandatory), signed;
- a valid document proving the candidate's identity (e.g. identity card, passport);
- 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 (official labour documents, certificates, relevant sections of contracts etc.);
- certificates or other relevant documents proving the English language knowledge, not mandatory;
- statement on own responsibility, that the candidate has a clean criminal record, signed and scanned; the candidate declared "admitted" must submit a *Certificate of Criminal Record* before the signature of the contract;
- two reference letters, which will be verified (so please include the phone numbers/e-mail addresses of the signatories).

All above mentioned documents can be submitted in original language if there is no translation. If translation is available it can be attached.

In case different names appears on the identity card/diplomas/certificates etc., a proving document (scanned) must be attached (e. g. marriage certificate, divorce certificate etc.), which is not necessary to be translated.

Admitted candidate will have to present a valid medical document proving that he/she is physically fit to perform the duties linked to the job, signed and stamped by an MD, competent to issue such documents (the family doctor or competent medical units), before the signature of the contract.

Candidates who wish to apply must **submit their application package, via e-mail**, until the closing date to the address: [rohu@mdrap.ro](mailto:rohu@mdrap.ro).

Candidates are asked to indicate in the subject line of the message: "***Application for the Project Officer - Contracting position, Interreg V-A RO-HU***" and to mention in the text of the message the date of their availability to start the job, if successful.

**The time limit for receipt of applications is 8<sup>th</sup> of April, 2016 until 16:00 (local time).**

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 e-mail that the application is not eligible for consideration.

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## SELECTION PROCEDURE

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Language: English (for both the written exam and the interview)

The selection process will be organised as follows:

### **1. Administrative compliance of the submitted documents and eligibility of candidates**

The Selection Committee will check applications regarding the administrative compliance of documents and against the eligibility criteria. This phase is eliminatory.

### **2. Assessment of documentation**

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 also 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 written exam, will be notified by e-mail. The shortlist will be also posted at the BRECO headquarter.

### **3. Written Exam**

The written exam will be organised at the BRECO headquarter, No. 1/A Calea Armatei Române, 410087, Oradea, Bihor County, Romania.

Before the written exam, the candidates must present (only for confirmation) the original and valid identity document (e.g. identity card, passport) which was submitted scanned, as part of the application package; otherwise the candidates will not be accepted for the written exam.

The written exam will test the knowledge of candidates, which are relevant for the advertised position (legislative knowledge, English language, synthesis capabilities etc.).

The written exam will be marked out of 10, pass mark 6,5.

The candidates will be informed on the results of the written exam by e-mail, according to the timetable. The results of the written exam will be also posted at the BRECO headquarter (mentioning only "admitted" or "rejected").

Candidates may in person submit a complaint at the BRECO headquarter, if they consider the results of the written exam incorrect, observing the deadline, as stated by the timetable. A candidate may complain only regarding his/her mark obtained at the written exam.

The result of complaints will be send by e-mail to the concerned candidates, according to the timetable. The result of complaint represents the final mark for written exam.

Only the successful candidates (who passed the written exam) will participate in the interview.

### **4. The Interview**

The interview will be organised at the BRECO headquarter, No. 1/A Calea Armatei Române, 410087, Oradea, Bihor County, Romania.

The interview will be marked out of 10, pass mark 6,5.

## The final results

If, after the Written exam and the Interview, more candidates will obtain passing marks, it will be declared admitted the candidate with the highest final mark (the final mark is calculated as the average of the marks obtained at the written exam and the interview).

Each candidate will be informed on his/her final result of the selection process by e-mail, according to the timetable.

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### INDICATIVE TIMETABLE

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Deadline for submitting the documents by e-mail (application package)	8.04.2016
Deadline for posting/submitting by e-mail the results of the selection of submitted documents	14.04.2016
Written exam	20.04.2016, starting with 9.30
Posting/submitting by e-mail the result of the written exam	21.04.2016 until 10.00
Submitting the complaints regarding the result of the written exam	21.04.2016, until 12.00
Submitting by e-mail the results of resolutions related to complaints	21.04.2016, until 16.00
Interview	22.04.2016 starting with 9.00
Submitting by e-mail the final results	22.04.2016

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### ADDITIONAL INFORMATION

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- The *Project Officer - Contracting* is on a contract under the Romanian legislation, for the programme's implementation period.
- The position is based in Oradea, Bihor County, Romania, within the Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO).
- In accordance with the human resources policy, the staff employed by the Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO) can not be involved in and can not perform activities representing conflict of interests with their attributions. The staff can not be associated and holds shares in a company which benefits, in any form,

by financial support or any other services provided by the BRECO. In all cases, BRECO's staff is obliged to respect the regulations in force on conflict of interest.

With the same purpose to avoid the conflict of interests, a candidate shall not apply for a position which is functionally or hierarchically linked with a position held by his/her: parent, brother/sister/husband/wife/partner/daughter/son.

Only the admitted candidate will sign a statement on own responsibility, proving that she/he is not in a situation of conflict of interest.

- Candidates are reminded that the Selection Committee work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the Committee's members or ask anybody else to do so, on their behalf.
- The structures of the Interreg V-A Romania-Hungary Programme apply a policy of equal opportunities and accept applications without discrimination on the ground of gender, race, nationality, religion or other social criteria, disability, age or sexual orientation.
- The successful candidate will be offered with: professional development opportunities, a competitive salary, support for relocation, support for renting accommodation, and reimbursement of expenses for fuel or transport for traveling home twice a year.

For any other information, please send an e-mail to: [rohu@mdrap.ro](mailto:rohu@mdrap.ro)