

POSITION: JOINT SECRETARIAT COORDINATOR All.A1

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

JOB POSITION

JS Coordinator 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 Joint Monitoring Committee in carrying out their respective functions. The Joint Secretariat shall also provide information to potential beneficiaries about funding opportunities under cooperation programmes and shall assist beneficiaries in the implementation of operations”.

The main functions of the **Joint Secretariat Coordinator (JS Coordinator)** are to coordinate, manage and supervise the overall running of the JS and connects it with the network of the National Info Points foreseen in Albania and Montenegro.

The JS Coordinator operates under the coordination of the Programme MA. He/she:

- supports the Managing Authority (MA) in all its functions;
- assists the MA in representing the Programme towards the JMC, the European Commission, as well as other Programmes, EU macro regional strategies, institutions and the public, according to Programme needs;
- contributes to the Programme sound financial and operational management;
- is responsible for the overall running of the JS and daily coordination of its activities and quality assurance;
- is responsible of the performance assessment and internal administrative aspects coordination;
- coordinates the preparation of calls for proposals;
- coordinates the projects selection procedures;
- coordinates the monitoring of the projects, and prepare reports to the JMC and the MA;
- ensures the follow-up of the JMC decisions;
- coordinates the drawing-up of relevant documents (Programme Manuals, Annual Plans, Budgets, Annual Implementation Reports, Programme evaluations, Statistics for the MA and JMC);
- ensures that documents produced are in line with the Regulations, with relevant decisions taken and with the Programme internal procedures;
- supports the MA, in particular with regard to the organization of the JMC meetings and other internal work meetings;
- supports the development and maintenance of the Programme information and monitoring system (E-MS), being always aware of projects’ reporting, assessment, evaluation modules, as well as for supporting its usage for communication purposes;
- coordinates the organization of meetings and events and the implementation of the Programme communication strategy.

ADMSSIBILITY 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 valid and recognized University degree of at least four years; ¹
- have at least 5 years of professional experience in management of EU Cooperation Programmes foreseeing the cooperation between two or more Countries (e.g., position in Joint Secretariats, direct assistance to the Programme Governing bodies, management of Programme decentralized structures/offices as Info Points, Antennas).
- have at least 3 years of experience in team leading of EU Cooperation Programmes.

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 applicants 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
PROFESSIONAL EXPERIENCE	
Work experience in the management of and technical support to international cooperation 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 once.

TECHNICAL AND BEHAVIORAL INTERVIEW

Only applicants 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);
- European Macro-regional Strategies, with a specific focus on EUSAIR;
- public Procurement rules of CBC IPA Programmes;

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.

- systems of Management and Control of CBC IPA Programmes;
- Cooperation Programmes and projects communication requirements;
- problem solving and team leading attitude;
- 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).