

**POSITION: PROJECT OFFICER WITH A FINANCIAL PROFILE**

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

**JOB POSITION**

**Project officer with a financial profile** within the Programme 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 **Financial Expert within the JS** are to ensure a sound financial and budgetary management of the Programme and provide assistance to final beneficiaries for a sound financial and budgetary management of the projects.

Specifically, he/she:

- monitors the Programme Budget, the state of progress of payment claims and related financial issues in general;
- process the applications for reimbursement and ensures the internal quality control of payments and accountings, either referred to projects or TA expenses;
- collaborates with the MA and other JS staff in all operational steps linked to the Programme opening, intermediate and closure financial procedures;
- 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;
- 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;
- support the organization of Programme events;
- elaborates financial reports and supports the MA in fulfilling its duties with respect to the annual reporting obligations towards the EC and other specific financial issues that may arise with the EC during the Programme lifetime;
- supports the MA and JS staff in reporting to the MC, with reference to Programme financial issues;
- drafts relevant parts of the Programme calls for proposals and related documents of the Application Pack;
- drafts relevant parts of the Projects implementing documents (implementing manuals, financial reporting formats, ...)
- collect and review progress reports submitted by Lead Partners
- assess the project proposals, on the basis of the eligibility and selection criteria set into the Programme;
- supports final beneficiaries – from EU and IPA partner States - providing financial and budgetary info and assistance during the projects implementation, in collaboration with the other JS staff;

### **Allegato D1**

- collaborates with the Albanian and Montenegrin National Info Points for the smoothest financial and budgetary implementation of project initiatives;
- monitors and implement the e-MIS with reference to financial issues, in coordination with other JS staff.

### **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.*

- Have a valid and recognized University degree of at least four years;<sup>1</sup>
- Have at least **5 years of experience** in financial management of EU funded Cooperation Projects / Programmes foreseeing the cooperation between two or more Countries.
- Have at least **3 years of experience** in financial and budgetary management within public administrations/organizations;

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.

<b>EDUCATION</b>	<b>MAX SCORE</b>
Post-graduate career: Ph.D. and masters, respectively of at least 3 years and 1 year duration	5
<b>PROFESSIONAL EXPERIENCES</b>	
Work experience in the management of Programmes and Projects funded by EU, national and regional funds, with respect to financial and budgetary areas.	35
<b>MAX TOTAL</b>	<b>40 points</b>

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:

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- <sup>1</sup> 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.

#### **Allegato D1**

- 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 national financial and budgetary rules;
- European State Aid and Public Procurement legislation;
- Systems of Financial Management and Control of CBC IPA Programmes;
- Problem solving 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).