

POSITION: PROJECT OFFICER WITH A LEGAL AND ADMINISTRATIVE PROFILE

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

JOB POSITION

Project officer with a legal and administrative 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 **Project officer with a legal and administrative profile** are to ensure a sound legal and administrative management of the Programme, and to assist final beneficiaries for a sound management of the projects. Additionally, he/she coordinates all public procurement procedures implementation and service contract management of the Programme, along with contract management between Programme MA and project Lead beneficiaries.

Specifically, he/she:

- collaborates with the MA and other JS staff in all operational steps linked to the Programme opening, intermediate and closure operational procedures;
- collaborates 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;
- cooperates 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;
- supports the drafting of relevant parts of the Programme calls for proposals and related documents of the Application Pack;
- facilitates 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;
- collects and review progress reports submitted by Lead Partners;
- processes the applications for reimbursement;
- maintains, monitors and updates the data in the e-MS, with reference to all project steps and issues;
- supports the organization of Programme events;
- drafts relevant parts of public procurement procedures and tenders related to the Programme implementation;
- supports the assessment committees in the opening sessions, assessing the financial and management capabilities of the tenderers, and ensuring correct contract procedures, in the respect of the regional, national and EU legislation;
- supports the MA in fulfilling its duties with respect to the annual reporting obligations towards the EC;
- supports the MA and JS staff in reporting to the MC and the European Commission bodies, mainly with reference to legal and administrative issues;

- drafts relevant parts of the Projects implementing documents (contracts and annexes, implementing manuals, formats for the project implementation, ...)
- provides assistance in the assessment of the project proposals, on the basis of the eligibility and selection criteria;
- supports final beneficiaries – from EU and IPA partner States - providing legal and administrative info and assistance during the projects implementation, in collaboration with the other JS staff and the Albanian and Montenegrin National Info Points, for the smoothest implementation of project initiatives.

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 valid and recognized University degree of at least four years;¹
- Have at least **5 years** of experience in management of 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
PROFESSIONAL EXPERIENCE	
Work experience in the 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

-
- 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.

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);
- Public Procurement rules / Practical Guide to Contract Procedures for EU External Actions (PRAG);
- International contract rules;
- Understanding of IPA partner States legal and juridical context;
- European State Aid legislation;
- Systems of 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).