

ITALIA – ALBANIA – MONTENEGRO 2014 – 2020

Public vacancy notice

“Interreg IPA II CBC Programme “Italy, Albania, Montenegro” 2014/2020 Vacancy position: Nr. 1 Operational Secretary within the Programme JS

Puglia Region, in its own role of Managing Authority, is launching a public vacancy notice for selecting the **“Operational Secretary”** within the JS of the “Interreg IPA II CBC Programme “Italy, Albania, and Montenegro” 2014/2020.

Background and environment

The “Interreg IPA II CBC Programme “Italy, Albania, Montenegro” 2014/2020 is co-funded by the European Regional Development Fund (ERDF) and the Instrument for Pre-Accession Assistance (IPA) and has a total budget of 92.707.555, 00 EUR.

The main goal of the Programme is to enhance the coordination in the Programme area to tackle common challenges in order to boost and integrate territorial development. It aims to enable regional and local stakeholders from eligible areas to exchange knowledge and experiences, to develop and implement pilot actions, to test the feasibility of new policies, products and services, and to support investments in the programme chosen sectors.

The Programme supports project interventions under the following priority axes and specific objectives:

PRIORITY AXIS

SPECIFIC OBJECTIVES

1. Strengthening the cross-border cooperation and competitiveness of SMEs

1.1. Enhance the framework conditions for the development of SME’s cross-border market.

2. Smart management of natural and cultural heritage for the exploitation of cross border sustainable tourism and territorial attractiveness

2.1. Boost attractiveness of natural and cultural assets to improve a smart and sustainable economic development.

2.2. Increase the cooperation of the key actors of the area for the delivery of innovative cultural and creative products.

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| 3. Environment protection, risk management and low carbon strategy | 3.1. Increase cross-border cooperation strategies on water landscapes.
3.2. Promoting innovative practices and tools to reduce carbon emission, and to improve energy efficiency in public sector. |
| 4. Increasing cross border accessibility, promoting sustainable transport service and facilities and improving public infrastructures. | 4.1. Increase coordination among relevant stakeholders to promote sustainable cross border connections in the cooperation area. |

The Programme eligible areas are:

Italy:	Provinces of Foggia, Bari, Brindisi, Lecce, Barletta-Andria-Trani (BAT), Taranto, Isernia and Campobasso
Albania:	The entire country
Montenegro:	The entire country

Puglia Region, Managing Authority of the “Interreg IPA II CBC Programme “Italy, Albania, Montenegro” 2014/2020 will host the Joint Secretariat (JS) of the Programme.

The JS will be composed of a professional and effective, educated and experienced international staff covering the thematic, managerial and financial competences related to the Programme management and implementation. The JS relies on a staff coordinator.

Art.1 – Professional profile

The professional profile searched is “Operational Secretary”, within the Programme JS.

For role and functions of the JS and the specific main tasks of the Operational Secretary, please refer to “Annex 1” to this public vacancy notice.

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Art.2 – Eligibility, assessment and evaluation criteria

For the eligibility and assessment criteria, please refer to “Annex 1” to this public vacancy notice. Please note that, at any stage of the selection procedure, applicants may be required to provide supporting documents referred to what self-declared in the “Annex 2” to this public vacancy notice and in the enclosed CV.

Art. 3 - Contract typology and economic treatment

Puglia Region will sign, at the end of the selection procedure, a “coordinated and continuous collaboration contract” with the applicant selected.

The contract will have a duration of 36 months, according to the Italian law in force.

The annual amount of the contract will be euro 45.000,00 gross cost inclusive of all taxes and contribution burdens borne by the recipient.

The salary will be paid monthly on the bases of a report of activities validated by the Managing Authority.

Art. 4 - Workplace

The workplace is in Bari (Italy, Puglia region). The specific premises will be communicated at the contract signature stage. This work position requires frequent travels inside and outside the Programme area.

Art. 5 – Treatment of travels outside the workplace

Travels expenses outside the workplace will need prior authorization by the Managing Authority, and will be reimbursed - according to the Puglia Region procedures and its internal regulation - in front of the list of the original documents of expenses. Financial reimbursements are considered other from the economic treatment foreseen in previous Art. 3 of the present document.

Art. 6 - Submission of the application dossier

The Application dossier must include:

- The Application form, duly dated and signed in original (See “Annex 2”).
- A Curriculum Vitae in Europass format, duly signed in original and dated; *(Please include the Declaration of awareness of legal consequences in case of false declarations on the basis of Italian Law, D.P.R. 445/2000, along with the privacy clause - Ex Italian Legislative Decree n.196/2003 - and the authorization to process personal data)*

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- Copy of a valid identification document (Passport/ID card), duly signed and dated in original;

All documents must be in English, otherwise they will not be assessed.

The **application dossier** may be submitted in hard paper version (hand delivery, registered mail or courier) or electronically (exclusively certified mail – PEC).

In case of hard paper version submission, the application dossier must be sent, in a sealed envelope, to the following address:

Regione Puglia
Dipartimento Sviluppo Economico
C7so Sonnino, 177
70121 Bari – Italy

The envelope of the application dossier shall clearly indicate “Selection Procedure for the Operational Secretary within the JS of the Interreg IPA II CBC Programme Italy, Albania, Montenegro”, *Applicant’s Surname and name and his/her address.*

In case of the submission of the application dossier in hard-paper version, a stamp provided by Puglia Region at its reception will prove the date and time of arrival.

In case of electronic submission via certified mail (PEC), the application dossier must be sent to the following certified mail address: areaeconomia@pec.rupar.puglia.it.

More specifically, the documents submitted electronically shall be only in PDF format and shall be named as follows:

- *Surname and name* – application form
- *Surname and name* – identification document;
- *Surname and name* – CV.

The object of the certified mail shall read “Programme Interreg IPA CBC Italy Albania Montenegro – Public vacancy notice” “JS Operational Secretary - Applicant’s Surname and name”.

In case of the electronic submission of the application dossier via certified mail (PEC), the sender will receive a receipt confirmation message which says the exact date and time of delivery.

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Applications must arrive not later than 20 calendar days from the publication of this Notice in the “Bollettino Ufficiale” section of the official website of Puglia Region -www.regione.puglia.it and not later than h. 11.00 a.m. (Italian time)

If the deadline falls on a public holiday, the deadline is extended to the next working day.

The applications received after the above deadline, or through different procedures from what indicated, even if the reasons do not depend on the applicant, will be excluded from the evaluation process.

Art. 7 – Evaluation process

The selection procedure shall be organized as follows:

- verification of admissibility requirements; (see “Annex 1” to this public vacancy notice);

Only applicants fulfilling the admissibility requirements (*the results of the verification of the admissibility requirements will be exclusively published in the “Concorsi” section of the official website of Puglia Region - www.regione.puglia.it*), will be admitted to the following evaluation steps:

- a) Evaluation of titles and experiences on the basis of the CV (max 40 points, according to “Annex 1” to this public vacancy notice);
- b) Technical and behavioral interview (max 60 points, according to “Annex 1” to this public vacancy notice).

Date and time of the technical and behavioral interview will be exclusively published in the “Concorsi” section of the official website of Puglia Region - www.regione.puglia.it.

The interview will take place in Bari, at the premises of Regione Puglia, Dipartimento Sviluppo Economico, C/so Sonnino, 177 - 70121 Bari - Italy

The final score (max 100 points), reported in the final ranking list, will be composed by the sum of scoring of previous sub a) and sub b) and the ranking list will be exclusively published in the “Concorsi” section of the official website of Puglia Region - www.regione.puglia.it.

In case two or more applicants obtain the same score in the final ranking list, Puglia Region will give priority to the younger one.

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The evaluation of CVs and the interview will be done by a Joint Selection Committee named by Puglia Region, in cooperation with the Programme's Partner States. An institutional representative of Albania and Montenegro will take part to the interview phase.

The winner of the selection procedure will be asked to confirm in written his/her acceptance of the assignment within 10 calendar days from the request sent by Puglia Region.

In any case, Puglia Region reserves the right not to proceed to the contract signature, if the conditions of the present procedure are not deemed valid anymore.

Art. 8 - Publicity

This public vacancy notice is published in the Puglia Region's Official Bulletin, and on Puglia Region's, INTERACT's and Partner States' websites.

Art. 9 – Juridical reference

With reference to what not explicitly detailed within this public vacancy notice, refer to the Italian Law.

Art. 10 – Personal data treatment

The data, the elements and any other information gained with the application will be used exclusively by the Administration for the purpose of this selection, ensuring the security and privacy of the data, even if treated with automatic and/or manual systems, pursuant to the Italian Legislative Decree n. 196/2003.

Art. 11 – Responsible for the procedure

The responsible for the procedure is Claudio Polignano

For further information:

Regione Puglia, Mr/Ms Claudio Polignano, e-mail: c.polignano@regione.puglia.it tel. +39 080 5406552