

POSITION: OPERATIONAL SECRETARY WITHIN THE PROGRAMME JS

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

JOB POSITION

Operational Secretary 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 Programme Managing Authority and the Monitoring Committee in carrying out their respective functions. 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 **Operational Secretary within the JS** are:

- Responsibility for the setting up and maintenance of the Programme mailing list and contacts databases;
- Responsibility for the operational management (drafting, protocol, sending) of the Managing Authorities’ communications towards project beneficiaries, Monitoring Committee, other Programme Authorities, the European Commission and the national Programme referents;
- Responsibility for the management of the Programme document archives;
- Responsibility for the operational secretary activities of the Programme;
- Responsibility for the internal communications among the MA, the JS Coordinator and the other JS members;
- Supports the MA in convening and managing the JMC meetings, including the functions of meetings reporting;
- Support to the MA and to the other JS staff in the organization and operational management of Programme events;

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 **2 years** of experience in 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.

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.

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.

PROFESSIONAL EXPERIENCE	MAX SCORE
Professional experience in the operational management / secretary functions of Programmes and Projects funded by EU, national and regional funds	40
MAX TOTAL	40 points

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:

- understanding of the EU institutional framework where he/she will operate;
- knowledge of the EU Regulative Framework, with specific reference to Cooperation Programmes administrative obligations, specifically in terms of document keeping obligations;
- paper and digital document archive keeping skills;
- communication and public relation skills;
- events organizational competences;
- text drafting skills in both English and Italian languages;
- independent attitude combined with co-operative working approach;
- websites contents management capacity;
- problem solving attitude;
- experience in multicultural and international environments;
- 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).