

**Public vacancy notice**  
**European Territorial Cooperation Programme Interreg V-A**  
**Greece - Italy 2014/2020**

**Vacancy position: n. 1 Administrative Assistant within the Joint Secretariat (JS)**

Puglia Region (PR), in agreement with the Managing Authority (MA), shall set up the core Joint Secretariat (JS) of the European Territorial Cooperation Programme Interreg V-A Greece-Italy 2014/2020, adopted with the implementing decision C (2015) 9347 of 15/12/2015 under its responsibility and the MA.

The JS shall be hosted by Puglia Region and will be located in Bari.

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.

Puglia Region is looking for an “**Administrative Assistant**”. This personnel selection is carried out through comparison between curricula and subsequent oral test, to verify whether applicants have the skills needed to perform the activities referring to the role of coordinating the JS, in accordance with Italian laws on contract forms eligible for public sector - Regions and Local Authorities.

The cost of the contracts will be covered by the resources allocated to the technical assistance of the Programme, cofinanced by the ERDF fund and by the involved Member States.

**Background**

The “European Territorial Cooperation Programme Interreg V-A Greece-Italy 2014/2020” is co-funded by the European Regional Development Fund (ERDF) and has a total budget of 123.176.899,00 EUR.

The overall objective is to support strategic cross-border co-operation for a more prosperous and sustainable region across the Ionian Sea. Emphasis will be placed upon developing the foundations for a dynamic economy which fosters smart, sustainable and inclusive growth with the goal to improve the quality of life for those living in the region especially in times of economic crisis such as these.

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

PRIORITY AXIS	Thematic objectives	Specific Objectives	
PA 1: Innovation and Competitiveness	1. Strengthening research, technological development and innovation	1.1	Delivering innovation support services and developing clusters across borders to foster competitiveness
	3. Enhancing the competitiveness of small and medium-sized enterprises, the agricultural sector	1.2	Supporting the incubation of innovative specialized micro and small enterprises in thematic sectors of interest to the Programme Area
PA 2: Integrated Environmental Management	6. Preserving and protecting the environment and promoting resource efficiency	2.1	Valorisation of cultural heritage and natural resources as a territorial asset of the Programme Area
		2.2	Improvement of joint management and governance plans for biodiversity of coastal and rural ecosystems, paying attention on natural resources and protected areas and development of environmental protection measures
		2.3	Developing and testing of innovative technologies/tools to reduce marine and air pollution
PA 3: Multimodal Sustainable Transport System	7. Promoting sustainable transport and removing bottlenecks in key network infrastructures	3.1	Boosting maritime transport, short-sea shipping capacity and cross-border ferry connectivity
		3.2	Improving cross-border coordination among transport stakeholders on introducing multimodal environmentally-friendly solutions

The Programme eligible areas are:

Italy:	Provinces of Foggia, Bari, Brindisi, Lecce, Barletta-Andria-Trani (BAT), Taranto.
Greece:	Regions of Epirus, Ionian Islands, Western Greece.

#### **Art.1 – Professional profile**

The professional profile searched is n. 1 “Administrative Assistant”.

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

#### **Art.2 – Admissibility and evaluation criteria**

For the admissibility and evaluation criteria, please refer to “Annex 1”.

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” of 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 and will be written in Italian language; an English translation may be annexed if necessary.

The annual amount of the contract will be euro 30.000,00 gross cost, not including the payment of the employer’s taxes and contributions.

The salary will be paid monthly on the basis of an activity report validated by Puglia Region.

#### **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 will need prior authorization by Puglia Region, and will be reimbursed according to Puglia Region procedures and its internal regulation. Reimbursements are considered separate from the economic treatment foreseen in previous Art. 3 of the present notice.

#### **Art. 6 - Submission of the application dossier**

The application dossier must include:

- The Application form, written in English language, duly filled, dated and signed (See “Annex 2 template”).
- A Curriculum Vitae in Europass format written in English language, duly signed 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<sup>1</sup>, along with the privacy clause - ex Italian Legislative Decree n.196/2003 - and the authorization to process personal data<sup>2</sup>) with specific references to exact dates of the professional experience, employers, position and roles description.*

- Copy of a valid identification document (e.g. Passport/ID card).

The signature on the application form (Annex 2) is equivalent to the complete acceptance of the provisions contained in this Public notice and relevant annexes. The not signed curriculum vitae will not be assessed.

**All documents must be written in English language 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 via 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**  
**Coordinamento Politiche Internazionali - Sezione Cooperazione Territoriale**  
**Via Gobetti, 26**  
**70125 Bari – Italy**

The envelope of the application dossier shall clearly indicate “**ETC Programme Interreg V-A Greece-Italy 2014/2020 - Public vacancy notice - Selection Procedure for Administrative Assistant – Applicant’s Surname and name and his/her address**”.

In case of electronic submission via certified mail (PEC), the application dossier must be sent to the following **certified** e-mail address: **servizio.mediterraneo@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 subject line of the certified mail shall read “**ETC Programme Interreg V-A Greece-Italy 2014/2020 – Public vacancy notice - Selection Procedure for Administrative Assistant - Applicant’s Surname and name**”.

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<sup>1</sup> I declare - under my responsibility on the basis of Italian Law, D.P.R. 445/2000, and aware of the legal consequences in case of false declarations - that what written is true.

<sup>2</sup> I authorize the processing of the personal data for this personnel selection purpose on the basis of Italian Law, art. 13 of Legislative Decree n.196 - 30.6.2003.

**Applications must arrive not later than 20 calendar days from the publication of this Notice in the “Puglia Region’s Official Bulletin” within the official website of Puglia Region -[www.regione.puglia.it](http://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.

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 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.

**In any case 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 not be admitted.**

Puglia Region does not assume any responsibility for any failure to receive communications due to:

- an inaccurate address supplied by the applicant;
- failure or delay in communicating changes in the address indicated in the application by the applicant;
- eventual errors or delays by telematics services, by third parties, by chance or due to force majeure.

#### **Art. 7 – Evaluation process**

The selection procedure shall be organized as follows:

1. **Admissibility requirements:** on/off eligibility admission:
  - verification of admissibility requirements (see “Annex 1” of 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 – Avvisi di selezione pubblica” section of the official website of Puglia Region -[www.regione.puglia.it](http://www.regione.puglia.it)), will be admitted to the following evaluation steps:
2. **Additional qualification:** working experience evaluation based on CV (50/100 score);
3. **Professional qualification:** to evaluate during interview (30/100 score);
4. **Language and computer skills:** to be proven by test/interview (20/100 score).

Date and time of the technical and behavioral interview will be exclusively published in the “Concorsi – Avvisi di selezione pubblica” section of the official website of Puglia Region - [www.regione.puglia.it](http://www.regione.puglia.it).

The evaluation of CVs and the interview will be done by a Joint Selection Committee appointed by Puglia Region, in cooperation with the Programme Managing Authority. A representative of the Managing Authority will take part to the interview phase. An English language expert will also be part of the Selection Committee with the task of verifying the applicants' level of English language knowledge.

The final score (max 100 score), reported in a final ranking list, will be exclusively published in the "Concorsi – Avvisi di selezione pubblica" section of the official website of Puglia Region - [www.regione.puglia.it](http://www.regione.puglia.it).

The selected candidate 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, on its official websites of Puglia Region [www.regione.puglia.it](http://www.regione.puglia.it), [www.europuglia.it](http://www.europuglia.it) and on the Programme's official website [www.interreg.gr](http://www.interreg.gr).

#### **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 Puglia region 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 Simonetta Trivelli

For further information:

Regione Puglia - Coordinamento Politiche Internazionali - Sezione Cooperazione Territoriale  
Simonetta Trivelli, e-mail: [s.trivelli@regione.puglia.it](mailto:s.trivelli@regione.puglia.it). Ph. +39 080 5406478.