

## **European Territorial Cooperation Programme Interreg V-A**

**Greece - Italy 2014/2020**

### **Vacancy Position: n. 1 Joint Secretariat (JS) Coordinator**

#### **ROLE AND MAIN TASKS**

The Coordinator is responsible for the overall management and running of the Joint Secretariat (JS) tasks in order to ensure the smooth implementation, efficient and effective technical, administrative and financial management of the Programme and cooperates with the Antenna in Corfu and the Branch Office in Thessaloniki. The JS Coordinator reports directly to the Managing Authority (MA).

#### **Job description:**

- Organizing and coordinating the activities of the core JS, the branch office in Thessaloniki and the Antenna in Corfu regarding project generation and development, ensuring a smooth implementation of activities and the correct liaising with the hosting organization;
- Setting up and revising, in collaboration with the MA, the objectives or working procedures of the JS for the improvement of the overall implementation of the Programme such as ensuring functions related to the monitoring system by providing templates for reporting, budget shifts, etc., setting up checklists and circuits to ensure that the JS responsibilities are fully respected and traceable;
- Coordinating the drafting of the content of the calls for project proposals and the relative Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries);
- Supervising the execution of tasks of the JS staff concerning: a) the support activities for the submission of project proposals by providing clarifications to applicants regarding the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc);
- Supervising the evaluation procedure of the project proposals based on the operations selection criteria, approved by the Monitoring Committee. In evaluating proposals, the Joint Secretariat may be assisted by external experts following a justified request approved by the MA;
- Monitoring the projects implementation by examining the fulfilment of the obligations of the partners, as described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme;
- Identifying the problems or the delays in the projects, proposing corrective actions, when it is required, and monitoring the application and the effectiveness of these actions;
- Participating in technical meetings with the partners, for the resolution of problems concerning the project implementation;
- Assisting the MA in drafting the Annual Reports and Final report;

- Providing reports and statistics on the financial progress of the Programme and the corresponding indicators to be submitted to the MA and Puglia region and - if necessary –proposing the appropriate corrective measures;
- Supporting the MA in the preparation of administrative acts regarding financial and programming issues to be submitted to the Monitoring Committee and to the European Commission;
- Assisting the MA in meetings and other bodies in order to find appropriate solutions to improve the management and control system;
- Assisting the MA in informing the final beneficiaries of any decisions taken by the Monitoring Committee;
- Providing support to the MA in the implementation of information, communication and promotion activities addressed to beneficiaries and stakeholders of the Programme;
- Cooperating with the Antenna and Info Contact Points in capturing good results and capitalisation examples;
- Supporting the MA in the evaluation and capitalization of the Programme results and impacts at national level through the analysis of the awarded project proposals by comparing them with the activities funded by other national and European programmes that operate in the area as well as by identifying best practices;
- Supervising the JS Staff to plan the contents and prepare the materials related to the training sessions, events and seminars to be realized with the Programme beneficiaries;
- Representing the JS at meeting and events with the Programme management bodies, including facilitation and moderation of seminars/workshops, chairing larger sessions, making presentations, in coordination with the Programme stakeholders, aimed to for project beneficiaries;
- Supporting the MA in performing on-the-spot visits of operations.

## EVALUATION OF TITLES AND EXPERIENCES ON THE BASIS OF THE CURRICULUM VITAE

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.

The overall evaluation procedure of the core JS will be based on the following elements:

1. **Admissibility requirements:** on/off eligibility admission;
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).

Please note that the periods of possible overlapping between more than one professional positions are counted only once.

## **Admissibility requirements**

In order to be eligible for the specific selection procedure, the applicant needs to fulfill a set of the following admissibility requirements:

- Have a valid and recognized (note: “recognized” is needed only for non-European Union countries) University degree of at least four years in any field of relevance of the above mentioned tasks as accepted at the Public Sector of the applicant’s country of citizenship;
- Have at least 7 years of working experience in management of EU Programmes out of which at least 4 years in Cooperation Programmes;
- Have at least 3 years of experience in team leading;
- Excellent knowledge of the English Language (Level C2 or equivalent), which will be examined with a spoken and written test by the Joint Selection Committee.

The candidate has to submit a self-declaration that he/she possesses the above mentioned requirements.

Only applicants fulfilling the admissibility requirements will be admitted to the evaluation of the following titles and experiences based on the CV and to the technical and behavioral interview.

## **Additional Qualifications**

- Have a valid and recognized Post-graduate Degree: Ph.D. and/or masters;
- Working experience in the management and technical support to international programmes and projects funded by EU, national and regional funds;
- Good knowledge of the Italian language or, good knowledge of the Greek language.

## **Technical and behavioural interview**

### Professional qualification

- European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;
- EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2014-2020 programming period;
- European Macro-regional Strategies, with a specific focus on EUSAIR;
- Fundamentals of Public Procurement rules and procedures;
- Management and Control system of ETC Programmes;
- Fundamentals of Cooperation Programmes and projects communication requirements;
- Working experience in an international and multicultural environment.

Personal skills

- Team leading and problem solving attitude;
- Capacity to managing office procedures so as to ensure effective delivery of services;
- Determination to take personal responsibility for delivery of high quality results to tight deadlines;
- Negotiating and communication skills;
- Excellent writing, presentation and analytical skills.

Language and computer skills:

- Computer skills (Office including Excel, PowerPoint or Open Office and Internet).The candidate will be required to sit for a computer test prior to the interview;
- Excellent knowledge of the English Language (Level C2 o equivalent), which will be examined with an oral and written test during the interview;
- Good knowledge of the Italian language which will be examined during the interview;
- Good knowledge of the Greek language which will be examined during the interview.