

Interreg



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Italy – Croatia

VACANCY NOTICE

Comparative procedures for the assignment of self-employment contracts for the
roles of

FINANCIAL OFFICER
CAPITALISATION AND EVALUATION OFFICER
COMMUNICATION OFFICER
PROGRAMME AND MONITORING OFFICER
PROJECT MANAGER

of the JOINT SECRETARIAT of the
Interreg VI-A Italy - Croatia Programme

ANNEX 1 – JOB DESCRIPTIONS PROFILES

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A. Financial officer:

1. Provide assistance and relevant information on financial aspects to Project Managers (PMs), controllers, beneficiaries, and potential beneficiaries during the different Programme phases (launch of the Calls for Proposals, start-up, implementation, reporting and closure of the projects);
2. Monitor the progress of the Programme at the level of achievement of financial targets including N+3 and N+2 and alerting on the risk of the de-commitment;
3. Support assessment activities and in particular involvement in the administrative checks and financial evaluation;
4. Support to PMs in verification and validation of projects reporting and reimbursement and handling of project changes with a particular focus on financial aspects;
5. Contribution to the drafting of Programme documents such as reports and syntheses, minutes, technical documentation for the MC, tools database and online system, with a particular focus on financial aspects;
6. Support in the preparation of calls for proposals with a particular focus on financial aspects;
7. Participation and involvement in organization of monitoring visits, controls at different levels and supporting the audit follow-up process in case of need;
8. Support the MA in budget forecasts and requests for reimbursement to the EC, providing all necessary information on the procedures and checks carried out;
9. Participation and involvement in organisation of events at Programme level with particular reference to MC meetings and working groups, as well as conferences and infodays;
10. Attendance of training and exchange opportunities at Programme, National and EU level;
11. Support in the programming activities related to post-2027.

B. Capitalisation and evaluation officer:

1. Coordination of the implementation of the capitalisation plan;
2. Participation in thematic meeting and working groups on capitalisation at Programme level and National/ EU level;
3. Organisation of information and training events on capitalisation addressed to beneficiaries and potential beneficiaries;
4. Support to the implementation of specific activities to improve synergies among the Programme and other funds/ Programmes/ initiatives;
5. Contribution to Programme evaluation activities;
6. Support in the preparation of calls for proposals;
7. Support to assessment activities and in particular involvement in the administrative checks;
8. Participation and involvement in organisation of events at Programme level with particular reference to MC meetings and working groups, as well as conferences and infodays;
9. Attendance of training and exchange opportunities at Programme, National and EU level;
10. Support in the programming activities related to post-2027.

C. Communication officer:

1. Support the implementation of communication activities of the Programme according to the Programme needs and in coordination with concerned Programme actors;
2. Collect, organize, edit and disseminate efficiently the information on the Programme;
3. Develop Programme communication tools such as updating the website, newsletters, publications, etc.;



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4. Contribute to the production of Programme publications (on line and paper);
5. Support beneficiaries in their activities for dissemination of information about projects (through online support guidance, communication, trainings);
6. Contribute to the organization of Programme events (international conferences, thematic workshops, trainings, etc.);
7. Promote the Programme and its projects at external events, if requested.
8. Participation in projects events (kick-off meetings, mid-term reviews and final conferences) according to Programme needs;
9. Participation and involvement in organisation of events at Programme level with particular reference to MC meetings and working groups, as well as conferences and infodays;
10. Attendance of training and exchange opportunities at Programme, National and EU level;
11. Support in the programming activities related to post-2027.

D. Programme and monitoring officer:

1. Monitor the progress of the Programme at the level of achievement of indicators, respect of financial targets including N+3 and N+2, respect of deadlines and monitoring of reporting activities and related timing;
2. Support to Project Managers (PMs) in verification and validation of projects reporting and handling of project changes, carry out sample quality control checks on project deliverables;
3. Support the MA in setting-up, development and functioning of monitoring system - Jems - and assistance to JS colleagues for the daily use of the system;
4. Contribution to the drafting of Programme documents such as reports and syntheses, minutes, technical documentation for the MC;
5. Support in day-to-day handling of Programme procedures;
6. Support in the preparation of calls for proposals;
7. Participation and involvement in organisation of events at Programme level with particular reference to MC meetings and working groups, as well as conferences and infodays;
8. Support assessment activities and in particular involvement in the administrative checks;
9. Attendance of training and exchange opportunities at Programme, National and EU level;
10. Support in the programming activities related to post-2027.

E. Project Manager:

1. Provide assistance and relevant information to beneficiaries and potential beneficiaries during the different Programme phases (launch of the Calls for Proposals, start-up, implementation, reporting, use of Jems monitoring system and closure of the projects);
2. Support in the preparation of calls for proposals and in particular in the definition of selection criteria and related assessment procedures;
3. Carry out the relevant assessment steps as independent assessor within the JS;
4. Monitor the progress of approved projects at the level of achievement of deliverables and outputs, contribution to Programme indicators, respect of financial targets and implementation of procedures such as public procurement, compliance with State Aid and with communication rules;
5. Verification and validation of projects reporting and handling of project changes;
6. Contribution to the drafting of Programme documents such as reports and syntheses, minutes, technical documentation for the MC;



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7. Participation and involvement in organisation of events at Programme level with particular reference to MC meetings and working groups, as well as conferences and infodays;
8. Participation in projects events (kick-off meetings, mid-term reviews and final conferences) according to Programme needs;
9. Attendance of training and exchange opportunities at Programme, National and EU level;
10. Support in the programming activities related to post-2027.

