

Interreg



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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

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The Veneto Region in order to set up the Joint Secretariat (*hereafter JS*) staff for the Interreg VI A Italy-Croatia CBC Programme 2021-2027 (*hereafter Programme¹*) is launching 5 comparative procedures for the selection of the following experts:

- a. 1 Financial officer;
- b. 1 Capitalisation and evaluation officer;
- c. 1 Communication officer;
- d. 1 Programme and monitoring officer;
- e. 5 Project Managers.

As 9 positions (**Profiles Job Descriptions - Annex 1**) within the JS need to be fulfilled for the implementation of the Programme, the Veneto Region Government has decided to proceed with comparative procedures specific for each profile (Regional resolution n. 790 of 27th June 2023). Therefore, the MA of the Programme is launching 5 comparative procedures for covering these positions through “self-employment” contracts, in accordance with the Italian law (art. 7, paragraph 6 of Italian Legislative Decree n. 165/2001).

The job profiles requested are qualified and **it is possible apply for all the profiles provided that the related eligibility requirements are met by the candidates.**

The costs of the contracts will be covered by the resources for the technical assistance of the Programme, co-financed by ERDF and by the two involved Member States.

A. Comparative Procedures

These procedures are carried out through comparison between curricula and subsequent interview, to verify whether candidates have the skills to perform the activities referring to the needed profiles within the JS, in compliance with the provisions of the Programme and in accordance with the Italian laws in force on self-employment contracts for the public sector - Regions and Local Authorities.

The procedures foresee 3 steps:

1. Check on general and specific eligibility requirements;
2. Evaluation of the candidates according to the selection criteria established for each profile on the basis of the CV (max 25 points);
3. Interview held in English language (max 25 points).

¹ The Programme is co-financed by the European Union - ERDF. Further information can be found at the following link: www.italy-croatia.eu



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The received candidatures shall be assessed by a Commission composed by the representatives indicated by the Italian and Croatian National Authorities and by the Programme bodies (*hereafter Evaluation Commission*). The composition of the Evaluation Commission will be appointed and published on the Veneto Region website as well as on the Programme website after the deadline for the submission of the candidatures.

The Evaluation Commission reserves the right to verify, at any time and also asking for clarifications to the candidates, the declarations made in the application form and/or CV.

The final score of each candidate will be composed by the sum of scoring of the evaluation of the CV and interview. The total maximum points assigned to each candidate are 50. In the event of two candidates with the same total score, the candidate with the highest score achieved in the interview or, subordinately, given on the basis of the professional experience in the CV, will be prioritised for the purposes of any possible assignment.

The selection results will be published on the Veneto Region and Programme website for a period of 20 calendar days.

The Veneto Region may interrupt, even permanently, the comparative procedures considering itself free by the provisional results of the ongoing procedures. Moreover, for duly justified reasons, the Veneto Region reserves the right not to proceed to the contract entrustment.

Should the comparative procedures not identify suitable candidates for the profiles requested, the related JS positions will remain vacant.

The final evaluation does not imply qualification of the candidate's suitability for any further selection procedures.

A.1 Eligibility requirements check

In order to be admitted to the comparative procedures, the candidates shall respect both the general (all profiles) and specific (per each profile) eligibility requirements listed below:

General eligibility requirements for all the profiles:

1. be citizen of one of European Union Member States;
2. have a valid and recognized University degree of at least four years;
3. have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);
4. enjoy his/her full rights as a citizen;
5. have not been convicted of any criminal offence and have no ongoing criminal proceedings;
6. have fulfilled any obligations imposed by the applicable laws concerning military/civil service or however be exempt from military service obligations (if applicable);
7. have a valid VAT code number or commit to open it before the signature of the contract.



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Specific eligibility requirements for each profile:

- A. **Financial officer:** have at least 4 years of professional experience as financial officer in Interreg projects and/ or Programmes;
- B. **Capitalisation and evaluation officer:** have at least 3 years of professional experience in Interreg projects and/ or Programmes;
- C. **Communication officer:** have at least 4 years of professional experience as communication officer in Interreg projects and/ or Programmes;
- D. **Programme and monitoring officer:** have at least 4 years of professional experience in Interreg projects and/ or Programmes;
- E. **Project Manager:** have at least 4 years of professional experience as Project Manager in Interreg projects and/ or Programmes.

University degrees could be subject to verification and confirmation by the competent authorities, pursuant to current Italian legislation.

The specific eligibility requirement must be held on the date of submission of the candidature and will be assessed by the Evaluation Commission as follows:

- a) the periods of possible overlapping between more than one position are counted only once, unless clear evidence of % of time dedicated to each contract will allow considering parallel positions. In case of absence of exact dates in the candidatures, the professional experience cannot be considered;
- b) working periods of 16 days or longer are counted as one full month;
- c) only work experience clearly linked to the specific eligibility requirement will be evaluated;
- d) the activities of internship, fellowship, training or volunteering are not considered;
- e) In order to reach the specific eligibility requirement, the professional experience, expressed in years / months, is considered even if not continuous;
- f) for the professional experience in Interreg projects or Programmes Cross-border, Transnational, Interregional, ENI and IPA Programmes and any programming period are considered.

The candidates who will be considered not eligible due the lack of the requirements shall be informed via e-mail.

A.2 Assessment of CV

The curricula of the eligible candidates will be assessed for each profile by the Evaluation Commission against the following evaluation criteria and methodology specified as follows:

Based on the achieved scores in the assessment of CVs, a limited number of candidates will be invited to the interview as follows:



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| 1) Educational (up to 4 points) | | | | |
|---|--|--|--|-------------------|
| Profiles and related fields | | Type of education and Methodology | | Points max |
| Financial officer FIELD OF EDUCATION: financial management and/or control/audit | All profiles | Postgraduate career: Master + Phd=2 points; Phd=1 point; Master= 1 point; other education=0,5 each | | 2 |
| Capitalisation and monitoring officer FIELD OF EDUCATION: capitalisation activities in EU funds | | | | |
| Communication officer FIELD OF EDUCATION: communication for public institution | | Training and specialization courses: consistency qualifications: 0= poor - 0,5=good - 1=excellent | | 1 |
| Programme and monitoring officer FIELD OF EDUCATION: monitoring system in EU funds | | Other (publications, scholarships, fellowships, awards, internships, etc.): consistency qualifications: 0= poor - 0,5=good - 1=excellent | | 1 |
| Project Manager (PM) FIELD OF EDUCATION: themes targeted by the Specific Objective of the Programme | | | | |
| TOTAL | | | | 4 |
| 2) Professional Experience (up to 15 points) | | | | |
| Profiles | Field | Methodology | | Points max |
| Financial officer | Management structures (Programme bodies) of Interreg Programmes | 0,25 points per full time month of experience (3 points per year) for work on a Interreg Programme. Working periods of 16 days or longer are counted as one full month. | | |
| Capitalisation and monitoring officer | | | | |
| Programme and monitoring officer | | | | |
| Communication officer | Interreg projects and/or Programmes above the minimum requirement as communication officer | 0,125 points per each full time month of experience (1,5 points per year) for work on Interreg projects. | | 15 |
| Project Manager (PM) | Interreg projects and/or Programmes above the minimum requirement as project manager | 0,25 points per full time month of experience (3 points per year) for work on a Interreg Programme. Working periods of 16 days or longer are counted as one full month. | | |
| TOTAL | | | | 15 |
| 3) Knowledge of English language (up to 2 points) | | | | |
| Profiles | Field | Type of certification | Methodology | Points max |
| All profiles | Knowledge of English language, above the minimum requirement | Certification issued and valid by recognized organisations (e.g. Cambridge, IELTS, TEFL, etc..) | No=0; C1=1; C2=2 | 2 |
| TOTAL | | | | 2 |
| 4) Certifications in JS task (up to 2 points) | | | | |
| Profiles | Field | Type of certification | Methodology | Points max |
| All Profiles | Joint Secretariat tasks (e.g. Project management, quality control, audit) | Certification recognized at EU/international level (e.g. PMI, Prince, ISO, ect.) | No=0; 1 certification= 1; 2 certifications=2 | 2 |
| TOTAL | | | | 2 |
| 5) Knowledge of Programme languages (up to 2 points) | | | | |
| Profiles | Field | Methodology | | Points max |
| All Profiles | Knowledge of one or both languages of the Programme area (Italian and Croatian) | no language=0; one language=1; both languages=2; | | 2 |
| TOTAL | | | | 2 |
| TOTAL SCORE MAX | | | | 25 |



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- ✓ **Financial officer, Capitalisation and evaluation officer, Communication officer and Programme and monitoring officer:** only the first 5 ones with the highest score for each profile;
- ✓ **Project Manager:** only the first 15 ones with the highest score.

The lists of candidates to be invited to the interview will be published on the websites www.italy-croatia.eu and <https://bandi.regione.veneto.it/Public/Index> at least 7 calendar days before the date of interview.

A.3 Interview

The interview will be aimed at assessing whether the candidates match the required profiles, highlighting skills and attitudes starting from the description of the experiences acquired. The interviews will be carried out for each profile candidates **via on-line conference system**.

As general approach, the candidates during the interview will be assessed on the basis of:

- clearness, fluency in the presentation and lexical properties;
- content organization and coherence of the presentation;
- analytical skills, critical capacity and ability to synthesize.

The level of knowledge of languages (English, Italian, Croatian) will also be verified.

The evaluation criteria and methodology for the interview are the following:

| Specific professional experience and knowledge (up to 25 points) | | | |
|---|--|--|-------------------|
| Profiles | Topic | Agreed methodology | Points max |
| All Profiles | Good understanding of EU institutional framework | 1 question to be randomly picked by candidate | 3 |
| All Profiles | Sound knowledge of 2021-27 EU regulations and management system, Cohesion Policy, with particular reference to the implementation of Interreg and specific rules of the Interreg Italy - Croatia Cross Border Cooperation Programme with special reference to ETC rules and to Italy-Croatia CBC Programme | 1 question to be randomly picked by candidate | 11 |
| Financial officer | Financial management and monitoring activities in Interreg Programmes | 1 question provided by the Evaluation Commission | 11 |
| Capitalisation and evaluation officer | Capitalisation and evaluation activities in Interreg Programmes | | |
| Communication officer | Communication and dissemination activities in Interreg Programmes | | |
| Programme and monitoring officer | Assessment and monitoring activities in interreg Programmes | | |
| Project Manager (PM) | | | |
| TOTAL SCORE MAX | | | 25 |



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B. Submission of candidatures

The candidatures shall include:

1. a duly filled in, **signed and dated application form** specific for each profile (see templates provided in Annexes 2, 3, 4, 5 and 6);
2. a duly **signed and dated Curriculum Vitae (CV)** in Europass format, with specific references to: exact duration of each professional experience acquired (start date, end date); indication of the employers; typology of contract (full time, part time, percentage working time per month etc.).
3. any **other relevant documents** useful for the assessment.

In case of hand-written signature of the application form and CV it is necessary to attach a copy of a **valid identification document** (e.g. Passport/ID card).

The signature on the application form (Annexes 2, 3, 4, 5 and 6) stands for the complete acceptance of the provisions contained in this notice. **Candidatures without the CV attachment shall not be accepted; unsigned CV cannot be assessed.**

All documents must be filled in English and submitted electronically either by e-mail - with a copy of a **valid identification document** (e.g. Passport/ID card) - or by certified e-mail (PEC) to the following e-mail address: italia.croazia@pec.regione.veneto.it

respecting the following **submission deadline: 21 August 2023 2:00 PM CET.**

The documents submitted electronically shall be in **PDF format** and shall be named as follows:

- *Surname and name* – application form
- *Surname and name* – cv
- *Surname and name* – other relevant documents
- *Surname and name* – identification document (in case of hand-written signature)

The e-mail subject shall be as follows, according to the relevant profile:

- a. “Comparative procedure for JS Financial officer – Candidate’s surname and name”;
- b. “Comparative procedure for JS Capitalisation and evaluation officer – Candidate’s surname and name”;
- c. “Comparative procedure for JS Communication officer – Candidate’s surname and name”;
- d. “Comparative procedure for JS Programme and monitoring officer – Candidate’s surname and name”;
- e. “Comparative procedure for JS Project Manager – Candidate’s surname and name”.

The candidatures can only be submitted as described above; no other means of transmission will be accepted.

If the candidature is sent from a certified e-mail address, the sender will automatically receive a receipt confirmation message which provides the exact time of receipt. If the candidature is sent by a simple e-



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mail address, the sender will receive a receipt confirmation message by email by the competent office, as promptly as possible.

In any case the candidatures received after the above deadline, or through different procedures from what indicated, even if the reasons do not depend on the candidate, will not be admitted.

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

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

C. Conditions of incompatibility

The condition of incompatibility is relevant at the time of the assignment. It is allowed, therefore, to submit the candidature indicating the reasons of potential incompatibility and declaring, at the same time, the availability to remove these conditions before the assignment.

The following causes of incompatibility are foreseen:

- To be employee of a Public Administration, unless an authorization from the relevant Administration for a duration equal to the assignment within the Programme JS is presented;
- To have assignments consultancy or technical assistance activities in favor of any beneficiaries of projects financed by the Programme or in case any incompatibility in the management of the tasks or activities is detected;
- To be in one of the situations as described in the “Code of Conduct for Employees of the Veneto Region” (approved by Government Resolution No. 38 dated 28th January 2014), art. 6 “Communication of financial interests and conflict of interest”, art. 7 “Obligations of abstention” and art. 14 “Contracts and other negotiation documents”.

According to art. 2, par. 2 of the aforementioned Code of Conduct, the obligations contained therein are extended, if compatible, to all collaborators (with any type of contract or assignment). Therefore, the appointed experts shall be required to observe, as far as compatible with the type of contract, the provisions contained in the Code of Conduct. Consequently, the contracts will include specific provisions by which the selected expert is committed to avoid situations of conflict of interests and to apply impartiality principles in day-to-day activities, in the stage of the project assessment and in the communications with beneficiaries and stakeholders. The Programme bodies monitors the respect of these principles throughout the contract duration.

The Code can be found on the institutional website of the Veneto Region, “Amministrazione trasparente - transparent administration” section / “Disposizioni generali - general provisions” / “Atti generali - general acts” (<http://bit.ly/43AgRxI>).



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D. Contract and payments

At the end of the comparative procedures, a “self-employment” contract, pursuant to article 2222 and according to the Italian Civil Code shall be signed with the selected candidates.

The duration of the contract will be of 48 months starting from the date of the signature of the contract. The contract shall not be renewable. An extension of the contract duration will be possible only for the time needed to carry out specific activities not accomplished for reasons not attributable to the expert: in this case no additional fee will be recognized.

The contract shall be regulated by Italian law in force and shall be written in Italian language; a “courtesy” English translation shall be annexed upon request.

The maximum annual value of each contract will be € 54.000,00/year (all-inclusive amount, net of VAT, if due). Professional fees will be paid every two months based on the days actually worked and according to the following indicative range:

- maximum working days per month:18;
- minimum working days per month: 12.

The travel expenses for missions performed in the interest of the Programme, authorized in advance by the Veneto Region, shall be reimbursed according to Regional and Programme rules.

The tasks to be carried out and related timing and deadlines will be planned on a monthly basis with the JS Head, in order to reach the most effective coordination and implementation of the JS activities. A bi-monthly report has to be provided to the Head of JS; the report must indicate the activities carried out and the results achieved with respect to the aforementioned work plan, also attaching any supporting documentation. Attendance to coordination meetings at the JS headquarters in Venice, when needed and indicatively on a monthly basis, shall be duly planned in advance. Officers will anyhow not be entitled to ask for travel and accommodation reimbursement to reach the JS headquarters in Venice. All invoices related to the assignment will be paid upon presentation of the bi-monthly report approved by the Head of JS.

E. Publicity and Privacy Policy

This vacancy notice shall be published on the Programme website and on the Veneto Region website as well as on the Veneto Region Official Bulletin.

Further information on these comparative procedures can be requested, no later than the 16th August 2023 at the following contact:

Joint Secretariat

Tel. +39 041 279 3120

Js.italy-croatia@regione.veneto.it



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Veneto Region

Organizational Unit MA of the Italy-Croatia CBC Programme:

Tel. +39 041 2791781

italia.croazia@regione.veneto.it

The data, the elements and any other information provided in the application form shall be used exclusively by the Administration for the purpose of attending these procedures, ensuring the security and privacy of the data, even if treated with automatic and/or manual systems, pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

For more details see the document “Information on personal data processing” related to this notice and published in the Programme and Veneto Region websites.

