

**VACANCY NOTICE**  
**for the recruitment of the STAFF within the JOINT SECRETARIAT**  
**for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme**

**Annex 3 – Technical Assistant**

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| The selection for Technical Assistant will be used to identify JS Project Manager. |   |
| Main tasks   | <p>The <i>Project Manager</i> will:</p> <ul style="list-style-type: none"> <li>- support the drafting of acts, documents and reports in relation to Programme implementation;</li> <li>- support for the definition and day-to-day handling of Programme procedures;</li> <li>- support the drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.);</li> <li>- support the setting up and day-to-day functioning of the IT managing and monitoring system of the Programme;</li> <li>- support to the organization of MC meetings and ensure their follow-up;</li> <li>- support the organization and participation in events at Programme level;</li> <li>- elaboration of thematic reports and annual reports;</li> <li>- support to the preparation of calls for proposals and the selection procedures;</li> <li>- participate to the project selection procedure by carrying out the relevant assessment steps (eligibility and quality check);</li> <li>- inform the beneficiaries about the characteristics of the Programme;</li> <li>- support the beneficiaries during the implementation of the projects.</li> </ul> <p>The applicants will be requested to have: strong analytical capacities, advanced computer skills (MS Office, Internet, web-based tools), independent attitude combined with co-operative working approach and availability to travel and work in a flexible time schedule.</p> |
| Eligibility specific criteria  | <p>The applicants shall:</p> <ul style="list-style-type: none"> <li>- have a valid and recognized Engineering, Environmental Sciences University degree of at least four years or equivalent<br/><i>(legal titles ex Italian Ministerial Decree n. 509/99 corresponding to the following classes: 3/S, 4/S, 6/S, 10/S, 25/S, 26/S, 27/S, 28/S, 29/S, 30/S, 31/S, 32/S, 33/S, 34/S, 35/S, 36/S, 37/S, 38/S, 54/S, 61/S, 68/S, 74/S, 82/S, 85/S, 86/S; legal titles ex Italian Ministerial Decree n. 270/04 corresponding to the following classes: LM3, LM4, LM6, LM10, LM20, LM21, LM22, LM23, LM24, LM25, LM26, LM27, LM28, LM29, LM30, LM31, LM32, LM33, LM34, LM35, LM48, LM53, LM60, LM73, LM74, LM75, LM79);</i></li> <li>- have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);</li> <li>- have at least 3 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds.</li> </ul>  |
| Selection criteria   | <p>The applicants will be evaluated on the basis of the following selection criteria:</p> <p>(titles)</p> <ul style="list-style-type: none"> <li>- specific experience in one or more of the themes targeted by the Specific Objectives of the Programme (Innovation, climate change, environment, culture, transport, etc.);</li> <li>- professional experience in projects or programmes co-financed by Structural, ESI or IPA funds above the minimum requirement;</li> </ul>  |

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|  | <ul style="list-style-type: none"><li>- relevant working experience in an international/multicultural environment;</li><li>- experience in European Territorial Cooperation;</li><li>- certified knowledge of English language above the minimum requirement.</li></ul> |
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(oral exam)

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|  | <ul style="list-style-type: none"><li>- good understanding of the EU institutional framework;</li><li>- sound knowledge of EU regulations and management systems, of ESI funds, with special reference to ETC rules and financial implementation and to Italy - Croatia CBC Programme;</li><li>- assessment and monitoring procedures in ETC Programmes.</li></ul> |
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