

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

The Veneto Region – Managing Authority of the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme (*hereafter Programme*) is looking for 7 staff members of the Joint Secretariat for the Programme.

According to Regional resolution n. 1439/2016, this personnel selection is carried out through comparison between curricula and subsequent oral tests, to verify whether applicants have the skills needed to perform the activities relevant for the staff of the Joint Secretariat (*hereafter JS*) for the Programme, in accordance with Italian laws on contract forms eligible for public sector - Regions and Local Authorities.

1. Background

The European Commission approved the Programme with the adoption of the Implementing Decision 15.12.2015 C(2015)9342.

The Programme area covers the following provinces/counties:

Italy	Croatia
ITF12 Teramo	HR031 Primorsko-goranska županija
ITF13 Pescara	HR032 Ličko-senjska županija
ITF14 Chieti	HR033 Zadarska županija
ITF22 Campobasso	HR034 Šibensko-kninska županija
ITF44 Brindisi	HR035 Splitsko-dalmatinska županija
ITF45 Lecce	HR036 Istarska županija
ITF46 Foggia	HR037 Dubrovačko-neretvanska županija
ITF47 Bari	HR04D Karlovačka županija
ITF48 Barletta-Andria-Trani	
ITH35 Venezia	
ITH36 Padova	
ITH37 Rovigo	
ITH41 Pordenone	
ITH42 Udine	
ITH43 Gorizia	
ITH44 Trieste	
ITH56 Ferrara	
ITH57 Ravenna	
ITH58 Forlì-Cesena	
ITH59 Rimini	
ITI31 Pesaro e Urbino	
ITI32 Ancona	
ITI33 Macerata	
ITI34 Ascoli Piceno	
ITI35 Fermo	

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

The Veneto Region has been appointed as Managing Authority (*hereafter MA*) of the Italy-Croatia CBC Programme and, in accordance with art. 23 of Regulation (EU) n. 1299/2013, it also has been assigned the task of setting up the JS of the Programme.

The JS shall assist the MA and the Monitoring Committee (*hereafter MC*) in carrying out their respective functions. The JS shall also provide information to potential beneficiaries about funding opportunities under cooperation programme and shall assist beneficiaries in the implementation of operations.

In order to fulfill its tasks, the JS should be composed of professional and effective, well-trained and experienced staff, chosen through a selection at international level open to European citizens, covering the competences connected with Programme management and implementation.

The Veneto Region government decided to proceed urgently with the organization of the management structure of the Programme (Regional resolution n. 40/2016), in order to comply with the commitments expected by the Programme.

After the selection of the Head of the JS and of the JS senior profiles, pursuant to Regional government resolution n. 1439/2016 the MA is now proceeding with the selection of the other JS staff members, which is launched by Decree of the Head of the Unit MA of the Italy-Croatia CBC Programme n. 11 of 3rd October 2016.

The job profiles requested, as described below, require appropriate qualifications and the salary is proportionate to the role within the JS.

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

2. Professional profiles searched and eligibility criteria for all the applicants

The professional profiles required are the following:

- Communication Assistant (more details on the tasks, specific eligibility and selection criteria are available in Annex 1);
- Economic-administrative Assistant (more details in Annex 2);
- Technical Assistant (more details in Annex 3).

Three different selection procedures will be performed for the above mentioned profiles, in order to select JS staff members as specified below:

- a selection procedure for Communication Assistant, that will be used to select n. 1 JS Communication Assistant;
- a selection procedure for Economic-administrative Assistant, that will be used to select: n. 1 JS Financial Assistant, n. 1 JS Administrative Assistant, n. 2 JS Project Managers;
- a selection procedure for Technical Assistant, that will be used to select n. 2 JS Project Managers.

These selection procedures are urgent. The applicants will have to be available to take the assignment within the JS by December 2016.

The place of work will be mainly Venice (Italy), in the Veneto Region premises; the roles may require frequent travel within the Programme area and to Brussels.

For all applicants the following general eligibility criteria shall be respected:

- a) Have a valid and recognized University degree of at least four years in the disciplines relevant for each specific profile;
- b) Have a level of knowledge of the English language appropriate to the required profile (see annexes);
- c) Enjoy his/her full rights as a citizen;
- d) Have not been convicted of any criminal offence and have no criminal proceeding pending against him/her;
- e) Have fulfilled any obligations imposed by the applicable laws concerning military/civil service (if applicable);

- f) Have attached a **dated and signed CV** in Europass format, **with specific reference to exact dates of the professional experience, employers and if the position was/is full time or part time; in case of absence of exact dates, the professional experience will not be considered.**

The applicants who have a non-Italian degree can participate in this selection subject to the recognition of foreign study qualifications, in accordance with art. 38 of Italian Legislative Decree n. 165/2001.

The authority in charge of the evaluation of foreign titles is the Presidenza del Consiglio dei Ministri, Dipartimento della Funzione Pubblica (Department of Public Administration), Ufficio UOLP- Servizio per le assunzioni e la mobilità, e-mail: sam@governo.it, protocollo_dfp@mailbox.governo.it.

On its website (<http://www.funzionepubblica.gov.it/>), the Department of Public Administration has published the form for the request of recognition of foreign study qualifications and the list of all documents required.

If the applicant does not have a certification of recognition of foreign study qualifications, he/she is admitted to the selection, provided that he/she presents that certification within the deadline which will be given by Veneto Region.

Other specific eligibility criteria are indicated in the Annexes.

The Selection Committee will verify the fulfillment of eligibility requirements of the applicants.

3. Submission of application

The application shall include:

- a duly filled and signed application form (see Annex 4 template);
- a duly signed and dated Curriculum Vitae in Europass format, with specific reference to exact dates of the professional experience, employers and if the position was/is full time or part time. Please include the privacy statement, i.e. the authorization to process personal data for the purposes of this personnel selection;
- a copy of a valid identification document (e.g. Passport / ID card).

The signature on the application form (Annex 4) implies complete acceptance of the provisions contained in this notice. In case of unsigned curricula, the applications will be rejected.

All documents must be filled in English and submitted electronically either by e-mail or by certified e-mail (PEC) to the following e-mail address:

dip.cooperazioneinternazionale@pec.regione.veneto.it

no later than **19th October 2016**, 12:00 (midday - Italian time).

The documents submitted electronically shall be only in non-editable format (e.g. PDF/A or PDF format) and shall be named as follows:

Surname and name – application

Surname and name – identification document

Surname and name – cv

Surname and name – other documents considered relevant.

Applications can be submitted only following the above procedure. No other means of transmission and no other formats will be accepted.

The text of the e-mail shall read “to the MA of the 2014-2020 Italy-Croatia CBC Programme” while the e-mail subject line shall read:

- for candidates applying for Communication Assistant selection: “Personnel selection for JS Communication Assistant – *Applicant's surname and name*”;
- for candidates applying for Financial-administrative Assistant selection: “Personnel selection for JS Financial-administrative Assistant – *Applicant's surname and name*”;
- for candidates applying for Technical Assistant: “Personnel selection for JS technical assistant – *Applicant's surname and name*”.

If the application is sent from a certified e-mail address, the sender will receive a receipt confirmation message which will mention the exact time of receipt. If the application is sent from an ordinary e-mail address, a receipt confirmation message cannot be guaranteed.

In any case, applications received after the above deadline, or through different procedures from that indicated, even if the reasons do not depend on the applicant, will not be accepted.

The Veneto Region cannot be held liable 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 by the applicant in the application form;
- for any error or delay of telematics services, by third parties, accidentally or due to force majeure.

4. Selection procedure

The selection procedure will be organized in two steps:

- 1) evaluation of qualifications and acquired professional experience on the basis of the CV (max 30 points);
- 2) interview held in English (max 20 points).

The final score will be composed by the sum of scoring of sub 1) and sub 2). The total maximum points assigned to one applicant is 50.

The Selection Committee, whose composition will be published on the Veneto Region website after the deadline for the submission of applications, will further detail the scores and will agree on the assessment methodology prior to starting the evaluation process.

An English language expert will be part of the Selection Committee with the task of verifying the applicants' declared level of English language skills.

Depending on the number of applicants, a pre-selection based on the qualifications will be carried out, with the following specifications:

- for the Communication Assistant selection, only the first eight applicants with the highest score will be admitted to the interview;
- for the Economic-Administrative Assistant selection, only the first fourteen applicants with the highest score will be admitted to the interview;
- for the Technical Assistant only the first ten applicants with the highest score will be admitted to the interview

• 4.a – First step: assessment of qualifications (max 30 points)

The assessment of qualifications of eligible applicants, performed for each profile, will concern the following three items:

4.a.1 Education path (up to 10 points)

- postgraduate career (Master's degree, PhD, etc. in field related subjects);
- training and specialization courses;
- others (publications, scholarships, fellowships, awards, internships, etc.).

4.a.2 Professional and managerial experience and knowledge (up to 18 points)

the scores will be awarded according to the selection criteria specific to each profile (please see Annexes 1, 2, 3);

4.a.3 Language skills (up to 2 point)

- certified knowledge of English language above the required level;
- knowledge of at least one language of the Programme area.

• 4.b – Second phase: interview (max 20 points)

The interview will focus on specific professional experience and knowledge, e.g.:

- knowledge in the field of the specific chosen profile (please see Annexes 1, 2, 3);
- knowledge of the ESI funds, basis public administration rules and regulations;
- knowledge of transnational, cross-border or interregional European Programming;
- Communication skills.

The names of the eligible applicants and the date of the interview, for each profile, will be published on the websites www.italy-croatia.eu and <http://bandi.regione.veneto.it/Public/Index> at least 7 days before the date of the interview.

The applicants who will be considered NON-eligible or not admitted to the interview shall be informed via e-mail.

At the conclusion of the above selection procedure, the Selection Committee shall draw up, for each profile, a report indicating the results of the selection and the name of the applicants selected to be entrusted with the assignment. The final score for each eligible candidate is given by the sum of the previously mentioned evaluations. The selection results will be published on the website of the Veneto Region for a period of 20 calendar days.

The assessment does not produce judgments of suitability and it does not constitute in any circumstances ranking list. The Veneto Region may interrupt, even permanently, the procedure in each step of the selection.

5. Contract and salary

At the end of the selection procedure, a “coordinated and continuous collaboration” contract will be signed with the applicant selected for each profile for a maximum duration up to 36 months, with no possibility of renewal nor extension, pursuant to Italian Legislative Decree n. 165/2001, art. 7.

Both the signature of the contract and the start of the assignment shall occur within December 2016.

In any case Veneto Region reserves the right to verify the declarations made in the application.

The contract will be regulated by the law in force and may be subject to subsequent amendments of the current regulations.

The annual amount of the contract will be 32.100,00 €, gross cost inclusive of all taxes and contributions burdens, which will be borne by the recipient. Travel expenses, which must be authorized in advance by the Veneto Region – Programme Managing Authority, will be reimbursed separately. The salary will be paid bimonthly on the basis of a report certifying the intermediate objectives achievement according to the contract.

The contract will be regulated by Italian law in force and will be written in Italian language; an official English translation will be annexed if necessary.

The contract will include specific provisions by which the contractor is committed to avoiding situations of conflict of interests and to applying impartiality principles in day-to-day activities, in the preliminary stage of the projects application and in communications with beneficiaries and stakeholders.

If the selected applicant is employed by other Italian public administrations, he/she is subject to the authorization as per art. 53 of Italian Legislative Decree n. 165/2001 and subsequent amendments. He/she must submit the authorization of that Administration before signing the contract.

If the need, convenience or opportunity to implement the results of the selection procedure are no longer deemed valid, the Veneto Region reserves the right not to proceed to the contract entrustment.

The data, the elements and any other information taken from the application form will be used exclusively by the Administration for the purpose of participation in the selection, ensuring the security and privacy of the data, even if treated with automatic and/or manual systems, pursuant to Italian Legislative Decree n. 196/2003.

6. Publicity and further information

This vacancy notice will be published on the websites of the Programme, Interact, Veneto Region, Partner States. This vacancy notice will be published in the Veneto Region’s Official Bulletin.

For further information on the this selection procedure, please contact:

Veneto Region

Unit MA of the Italy-Croatia CBC Programme

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italia.croazia@regione.veneto.it