

## **NOTIFICATION AND INSTRUCTIONS TO CANDIDATES IN RELATION TO THE PUBLIC NOTICE FOR EMPLOYMENT**

The notification and instructions to candidates for a public selection process, published in "Official Gazette" no. 94/2016 of 19/10/2016, through the Croatian Employment service; Regional Office Zagreb, on the notice board and website of the Agency for Croatian Regional Development ([www.arr.hr](http://www.arr.hr)) and on the website of the Italy-Croatia CBC Programme ([www.italy-croatia.eu/jobs](http://www.italy-croatia.eu/jobs))

### **2. DIRECTORATE FOR MANAGING COOPERATION PROGRAMMES, REGIONAL DEVELOPMENT AND JOINT SECRETARIATS**

#### **2.4. Service for Regional Development and Joint Secretariats with EU Member States**

##### **2.4.3 Senior Expert Advisor (JS IT-HR, Project Manager) – 2 vacancies**

##### **2.4.7. Senior Coordinator (JS IT-HR, Project Manager) - 2 vacancies**

**Legal and other sources to prepare candidates for the written test for jobs under above indicated points 2.4.3. and 2.4.7. in the Directorate of Regional Development and Joint Secretariats with Member States**

Questions aimed at testing professional knowledge and expertise needed for performing jobs:

- Written assessment will be based on the following sources and regulations:
  - The Interreg V A Italy-Croatia CBC Programme 2014 – 2020 available here:  
<http://www.italy-croatia.eu/sites/default/files/cooperation%20programme.pdf>
  - Regulation (EU) No. 1303/2013  
<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013R1303&qid=1449759858533&from=EN>
  - Regulation (EU) No. 1301/2013  
<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013R1301&qid=1449760045267&from=EN>
  - Regulation (EU) No. 1299/2013  
<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013R1299&rid=1>
  - COMMISSION DELEGATED REGULATION (EU) 481/2014  
<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0481&from=ES>

### **RULES AND PROCEDURES FOR TESTING CANDIDATES**

Testing will be limited to candidates who meet the formal vacancy requirements. Candidates are required to comply with established time and schedule for testing.

Candidates who do not meet the formal vacancy requirements and conditions, will be informed in written procedure (E-mail)

Upon the arrival at the testing premises, the candidate will be asked to present the appropriate personal identification document. Candidates who cannot prove the identity will not be able to access testing. The candidates who do not access the testing at all in the indicated time, shall be deemed to have withdrawn from the competition.

Testing the candidates comprises the following:

**a. written exam** - includes verification of English language skills and expertise required to perform the job for which the vacancy has been published;

**b. interviews with candidates** - during which will be tested also the knowledge of English language

The written test will last 60 minute.

During the written test the candidates are not allowed:

- Using literature, notes and other written materials
- Using a cell. phone or other means of communication
- Leaving the room where testing takes place
- Talking with the other candidates
- Interfere in any way with other candidates

Candidates who behave inappropriately or fail to comply with any of the above mentioned rules, will be dismissed from the written exam, while their results and work will not be evaluated and assessed.

The written exam is scored with TOTAL 70 CREDITS.

The interview will be conducted only with candidates who, on the written exam, achieve a minimum of 60% of the total number of credits, respectively 42 CREDITS.

The results of the interviews are scored separately and the same can be awarded a maximum of 105 CREDITS.

Following to the completion of the test procedure, the Commission for the implementation of public vacancy shall prepare a record of the proceedings, with the proposal of candidates per individual workplace and delivers it to the director.

The director will deliver the decision on the selection of candidates for the published job vacancy or for eventual cancelling the public notice / or some part of it.

Notification of the results of the competition will be sent to all candidates in the same manner and within the same period. All candidates that applied to this selection may have access to the available public selection documents, while respecting the provisions of the Law on Protection of Personal Data.

COMMITTEE FOR THE IMPLEMENTATION OF PUBLIC NOTICE