

VACANCY NOTICE

**STAFF MEMBERS OF THE JOINT SECRETARIAT
for 2014-2020 (Interreg V-A) Italy - Croatia CBC
Programme**

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

According to Regional resolution n. 870/2018 and n. 1181/2018, this personnel selection is carried out through comparison between curricula and subsequent interview, to verify whether applicants have the skills needed to perform the activities relevant for the staff of the Joint Secretariat (*hereafter JS*) of 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 C(2015) 9342 of the 15th December 2015, and further amendments (Decision C(2017) 3705 of the 31th May 2017 and Decision C(2018) 1610 of the 12th March 2018).

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. Further information can be found in the following link: www.italy-croatia.eu.

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 role of setting up the JS of the Programme.

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

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

The JS has been set up through selection procedures for “coordinated and continuous collaboration” contracts, in accordance with Italian law (art. 7, paragraph 6 of Italian Legislative Decree n. 165/2001). The procedures was authorized by Regional resolution n. 40/2016 for the selection procedure of JS Head, by Regional resolution n. 360/2016 for the selection procedure of senior positions and Regional resolution n. 1439/2016 for the selection procedure of junior positions.

According to Regional resolution n. 1439/2016, the JS junior positions in force has been selected with procedures for the following three profiles:

- communication profile, for the selection of one Communication Assistant;
- economic-administrative profile, for the selection of one Financial Assistant, one Administrative Assistant and two Project Manager;
- technical profile, for the selection of two Project Manager.

As the position of Financial Assistant and one of the Project Manager, both pertaining to economic-administrative profile, within the JS staff members, are currently vacant, a new selection procedure for economic-administrative profile is needed, according to Regional resolutions n. 870/2018 and n. 1181/2018. Therefore, the MA of the Programme is launching a selection procedure for the recruitment of two positions within the JS, through “coordinated and continuous collaboration” contract, in accordance with Italian law (art. 7, paragraph 6 of Italian Legislative Decree n. 165/2001).

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

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

2. Professional profile searched and eligibility criteria

The professional profile required is Economic-administrative profile.

The vacant positions are referred to Financial Assistant, as described in Annex 1 – par. “Main tasks of Financial Assistant”, and to Project Manager, as described in Annex 1 – par. “Main tasks of Project Manager”.

The working place will mainly be in Venice (Italy), in Veneto Region premises; the role requires frequent travels within the Programme area and to Brussels.

The selection procedure is urgent. The selected applicant will have to take over the task within JS by December 2018.

For the applicants the following eligibility criteria shall be respected:

- a) have a valid and recognized Economics, Political Sciences or Law University degree of at least four years or equivalent (for more details see Annex 1);
- b) have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);
- 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 CV in EU format dated and signed **with specific references to exact dates of the professional experience, employers and if the position has been/is full time or part time. In case of absence of exact dates, the professional experience cannot be considered;**
- g) have at least 3 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds. The periods of possible overlapping between more than one position are counted only once.

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 Presidenza del Consiglio dei Ministri, Dipartimento della Funzione Pubblica (Department of Public Administration), Ufficio UORCC.PA – Servizio Reclutamento, Corso Vittorio Emanuele II, 116 - 00186 Roma; Tel. +39 06 68997514 / 7563, e-mail: sofam@funzionepubblica.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.

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

3. Submission of application forms

The application form shall include:

- a duly filled and signed application form (see Annex 2 template);
- a duly signed and dated Curriculum Vitae in Europass format (with specific references to exact dates of the professional experience, employers and if the position has been/is full time or part time)¹;
- a copy of a valid identification document (e.g. Passport / ID card);

The signature on the application form (Annex 2) is equivalent to the complete acceptance of the provisions contained in this notice. The curricula not countersigned will not be assessed.

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

italia.croazia@pec.regione.veneto.it

not later than **3rd September 2018, 12:00 (Italian time)**

The documents submitted electronically shall be only in 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.

The applications can be submitted only as described above. No other means of transmission and no other formats will be accepted.

The e-mail subject shall be: “Personnel selection for JS Economic-administrative profile – *Applicant’s surname and name*” while the text of the e-mail shall say “to MA of the 2014-2020 Italy-Croatia CBC Programme”.

If the application is sent from a certified e-mail address, the sender will receive a receipt confirmation message which says the exact time of receipt. If the application is sent by a simple e-mail address, the sender will receive as soon as possible a receipt confirmation message.

¹ Please include the privacy clause, i.e. the authorization to process personal data for this personnel selection purposes (<https://europass.cedefop.europa.eu/it/documents/curriculum-vitae/templates-instructions>).

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

Veneto Region does not assume any responsibility 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 in the application by the applicant
- for eventual errors or delays by telematics services, by third parties, by chance or due to force majeure.

4. Selection procedure

The selection procedure shall be organized in two steps:

- 1) evaluation of titles and acquired experiences on the basis of the CV (max 26 points);
- 2) interview held in English (max 24 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 are 50.

The Selection Committee, whose composition will be published on Veneto Region website after the deadline for the submission of the candidatures, 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.

A pre-selection based on the qualifications will be applied according to the number of applicants and only the first ten ones with the highest score will be admitted to the interview.

✓ 4.a – First phase: assessment of qualifications (max 26 points)

The assessment of qualifications of eligible applicants will concern the following three items.

4.a.1 Educational path (up to 8 points)

- post graduate career (Master, PhD, etc. in field related subject);
- training and specialization courses;

- others (publications, scholarships, fellowships, awards, internships, etc.).

4.a.2 Professional and managerial experience and knowledge (up to 16 points)

- professional experience in projects or programmes co-financed by Structural, ESI or IPA funds above the minimum requirement;
- relevant working experience in an international/multicultural environment;
- experience in European Territorial Cooperation;
- specific experience in one or more of the themes targeted by the Specific Objectives of the Programme (Innovation, climate change, environment, culture, transport, etc.);

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

- certified knowledge of English language above B2 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.:

- good understanding of the EU institutional framework;
- 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;
- assessment and monitoring procedures in ETC Programmes;
- knowledge of the ESI funds, basic public administration rules and regulations;
- knowledge of transnational, cross-border or interregional European Programming;
- Communication skills.

The eligible applicants' names will be published on the websites www.italy-croatia.eu and <http://www.regione.veneto.it/web/guest/bandi-avvisi-concorsi> at least 7 days before the date of the interview.

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

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

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 a maximum duration of n. 60 months neither renewable nor extendable. 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 subsequent amendments

The annual amount of the contract will 32.100,00 €, gross cost inclusive of all taxes and contributions burdens, that are borne by the recipient. The travel expenses, which are to be authorized in advance by Veneto Region, 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 English translation will be annexed upon request.

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

The data, the elements and any other information gained in 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 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).

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 Veneto Region Official Bulletin.

For further information on this selection procedure, please contact:

Veneto Region

Organizational Unit MA of the 2014-2020 Italy-Croatia CBC Programme

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italia.croazia@regione.veneto.it