

VACANCY NOTICE:
“Joint Secretariat Coordinator (m/f)”
ADRION Programme Joint Secretariat (JS)

ANNEX 1 - Joint Secretariat Job Profiles & General Information

Position	Joint Secretariat Coordinator
Description	<p>The main task of the Joint Secretariat Coordinator (JS) is to coordinate, manage and supervise the overall running of the JS and to coordinate the network of the National Contact Points. He/she will work under guidance of the Managing Authority (MA) and will support the MA in the representation of the Programme towards the Monitoring Committee (MC), the European Commission, the European Strategy for the Adriatic Ionian Region (EUSAIR) as well as other Programmes, EU macro regional strategies, institutions and the public.</p> <p>He/she is also responsible for securing proper information flow between the Programme management bodies and stakeholders, supervising the proper Programme communication dissemination and capitalization.</p>
Main Tasks	<p>This Joint Secretariat Coordinator will:</p> <ul style="list-style-type: none"> • Be responsible for the overall running of the JS and daily coordination of its activities and quality assurance; • Support the Managing Authority (MA) in all its functions; • Contribute to the Programme sound financial management; • Assist the MA in representing the Programme towards the MC, the European Commission, the EUSAIR governing body, other Programmes and institutions according to needs; • Be responsible of JS HR management; • Participate in the JS staff selection procedures; • Be responsible of the team performance assessment and internal administrative aspects coordination; • Be responsible for JS Technical Assistance budget in cooperation with the MA; • Keep contacts, coordinate and ensure a proper communication flow with the National Contact Points of the Programme, • Coordinate the preparation of calls for proposals (in cooperation with the MA and the MC and its subcommittees, if applicable); • Coordinate the projects selection procedures; • Coordinate the monitoring of the projects, prepare reports to the MC and the MA; • Ensure the follow-up of the MC decisions and negotiations with the approved projects; • Coordinate the drawing-up of relevant documents (e.g.: Manuals, Plans, Budgets, Annual Implementation Report, Statistics for the MA and MC); • Supervise the update and amendments of Programme documents; • Ensures that documents produced are in line with the regulations and relevant decisions and with the Programme internal procedures; • Coordinate the implementation of the programme evaluations; • Support the MC, in particular with regard to the organization of its meetings; ensures the follow-up and implementation of decisions; • Support the development and maintenance of the Programme information and monitoring system (E-MS); • Ensure the proper functioning of the E-MS with emphasis on reporting, assessment, evaluation modules, as well as for supporting its usage for communication purposes; • Coordinate the organization of meetings and events and the implementation of the Programme communication strategy.

<p>Eligibility¹, selection and evaluation criteria</p>	<p><i>Eligibility criteria</i></p> <p>The applicants shall:</p> <ul style="list-style-type: none"> • Have a valid and recognized University degree of at least four years²; • Have an excellent spoken and written English (level C in the Europass Language Passport classification or equivalent); • Enjoy his/her full rights as a citizen³; • Have not been convicted of any criminal offence and to have no criminal proceeding pending against him/her; • Have fulfilled any obligations imposed by the applicable laws concerning military/civil service (if applicable); • Have sent a CV in EU format (with specific references to exact dates of the professional experience, employers and if the position has been/is full time or part time); • Have at least 7 years of professional experience in projects/programmes co-financed by EU funds; • Have at least 2 years of professional experience in European Territorial Cooperation and/or IPA/ENPI projects and programmes. • Have at least 4 years of experience in a leading position including team management
	<p><i>Evaluation criteria</i></p> <ul style="list-style-type: none"> • Relevant experience in team leading and human resources management; • Relevant experience of working in an international/multi-cultural environment; • Sound knowledge of ERDF, IPA and Public Procurement management rules; • Sound understanding and knowledge of the cooperation area; • Proven communication and presentation skills; • Good analytical capacities, accuracy, experience in preparation of reports; • Ability to work independently and proactively combined with co-operative working approach; • Relevant experience and knowledge related to management techniques and consultation methods, in particular project management, development and co-ordination of projects; • Availability to travel and to work in a flexible time schedule; • Very good knowledge of MS Office including Excel, PowerPoint (and Open Office equivalent), database and project management IT tools and Internet. <p><i>The evaluation will relate to:</i></p> <p>Education track</p> <ul style="list-style-type: none"> • Post graduate career (Master, PhD, etc. in field related subject) • Training and specialisation courses • Others (publications, scholarships, fellowships, awards, internships, etc.) <p>Professional and managerial experience and knowledge</p> <ul style="list-style-type: none"> • Professional experience on the top of the minimum requirement; • Level of experience in team leading and human resource management; • Level of experience of working in an international/multi-cultural environment; • Level of negotiation skills. <p>Specific professional experience and knowledge</p> <ul style="list-style-type: none"> • Level of knowledge of ERDF, IPA and Public Procurement management rules and regulations; • Level of experience in transnational, cross boarder or interregional programme management including content related, management and financial aspects; • Level of understanding and knowledge of the cooperation area; • Level of knowledge in thematic objectives covered by the ADRIAN cooperation programme (i.e. innovation, cultural and natural heritage, ecosystems, transport, macro-regional governance); • Level of experience of programme selection procedures, project monitoring, indicators and related content-wise subjects. <p>Communication and IT skills</p> <ul style="list-style-type: none"> • Level of experience in communication and dissemination activities and skills; • Level of computer skills. <p>Language skills</p> <ul style="list-style-type: none"> • Level of knowledge of English language (from Level C and above); • Knowledge of languages of the ADRIAN geographical area

¹ The eligibility criteria comprise a set of formal requirements which applicants need to fulfill in order to be eligible for a specific selection procedure. Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

² If a degree is not obtained in EU, it should be officially recognized by the Italian Consulate with a Declaration of value. This document has to be provided only by the selected candidate prior to the contract signature.

³ Prior to appointment, the successful applicant will be required to provide a police certificate confirming the absence of any criminal record.