

VACANCY NOTICE:

“Joint Secretariat Coordinator (m/f)”

ADRION Programme Joint Secretariat (JS)

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA, is looking for the **“Joint Secretariat Coordinator” of the Adrion Transnational Territorial Cooperation Programme 2014-2020.**

Background and environment

ERVET is the in-house company of the Emilia-Romagna Region ruled by the Regional law LR n. 25/1993.

The Emilia-Romagna Region has been endorsed as Managing Authority of the INTERREG V - Adrion Programme and ERVET has been assigned with the role of hosting the Joint Secretariat of the Programme with a professional and effective, educated and experienced international staff covering the thematic, managerial and financial competences related to the Programme management and implementation.

The Joint Secretariat, according to article 23 (EU) No 1299/2013 (ETC Regulation), assists the Managing Authority, with additional functions of Certifying Authority and the Monitoring Committee, in carrying out their functions.

Adrion is a new transnational Programme affecting 8 countries, out of which 4 EU Member States and 4 non-EU countries, namely:

Croatia	Albania
Greece	Bosnia and Herzegovina
Slovenia	Montenegro
Italy - Regions Lombardia; Abruzzo; Molise; Puglia; Basilicata; Calabria; Sicilia; Veneto; Friuli-Venezia Giulia; Emilia-Romagna; Umbria; Marche; and: Provincia Autonoma di Bolzano/Bozen; Provincia Autonoma di Trento;	Serbia

The Programme is cofinanced by the European Union - ERDF and IPA II Funds. Further information can be found in the following link:

http://www.southeast-europe.net/en/about_see/adriaticionianprogramme/

a) Professional Profile searched

“Joint Secretariat Coordinator (m/f)”

The position, responsibilities, tasks and profile are described in the Annex 1.

b) Economic treatment and contract typology

The job is full-time position. ERVET shall issue the employment contract on Italian law (legal basis is the Italian labor law) and manage all related social tax and insurance issues. The annual gross salary will be between EUR 42.200,00 and EUR 49.300,00 depending on qualification and experience. The job should start by June 2015. The initial assignment duration will be of 36 months with possibility of extension.

c) Working place

The working place will be in Bologna (Italy); the position requires frequent travels within the Programme area and to Brussels.

d) Eligibility, Selection and Evaluation criteria

See Annex 1.

Please note that, at any stage of the selection procedure, applicants may be required to provide documents in support of claimed educational certificates, language proficiency and/or work experience.

e) Submission of candidatures

The application shall include:

- A duly signed and dated motivation letter (max 1200 characters included spaces));
- 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 duly filled and signed application form (see Annex 2 template);
- A duly signed and dated copy of a valid identification document (Passport / ID card);
- If applicable, document attesting the possession of a University degree of at least four years²;

All documents are to be completed in English and submitted both electronically to the following e-mail address: direzione_operativa@ervet.it and via ordinary post service with request for confirmation of receipt to the following address:

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA,
Via G.B. Morgagni 6
40121 Bologna
ITALY

Ordinary post service can be replaced with a legal mail to the following address: ervet@pec.it and, in this case, documents have to be signed with a valid electronic signature.

The envelope shall indicate "*Selection Procedure for the ADRION JS Coordinator*".

The deadline for the submission of the candidatures is Tuesday, 10th March 2015. The date of the stamp (or the legal mail certificate) will attest the day of delivery.

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>).

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 produced by the selected candidate prior to the contract signature.

f) 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 40 points);
- 2) technical and behavioral interview (max 60 points).

The final score will be composed by the sum of scoring of sub 1) and sub 2).

The selection and evaluation criteria are provided in Annex 1.

The first 6 candidates who will reach a score at least 30 out of 40 points in the CV selection phase will have access to the interview phase.

The technical and behavioral interview aims at evaluating the technical competences, the professional record, the attitudes and motivation of the candidate.

The interview will be held not before 20 calendar days from the official communication of the results of the first evaluation phase based on the submitted CV.

The selected candidates shall be informed via e-mail.

The evaluation of CVs and the interview shall be done by a Selection Committee named by ERVET President in cooperation with the Programme's Partner States and its composition will be published on ERVET web site after the deadline for the submission of the candidatures.

The interview will be held in Bologna in ERVET premises, Via Morgagni 6, 40122 Bologna, Italy.

g) Results of the selection procedure

After the conclusion of the interviews the Selection Committee shall assign the final scoring to each candidate. The final result will be communicated to each candidate admitted to the interview. The winner of the selection procedure and the date of closure of the selection procedure will be published on ERVET web site for a period of 20 calendar days.

i) Publicity

The announcement of this call will be published in the ERVET and Regione Emilia-Romagna, INTERACT, South East Europe Programme websites and announced in Emilia-Romagna Official Bulletin and in Partner States web sites with a link to ERVET web site.

l) Reserve list and appointment

Following the interview, the Selection Committee will assess applicants on the basis of their performance and the Selection Committee will reach an overall judgment on each applicant's suitability for the profile in question. Applicants who are judged to be most suitable will be placed on a ranking list which will be forwarded for approval to the President of ERVET.

All candidates in the ranking list should note that the reserve list may be published.

The inclusion on the ranking list does not guarantee recruitment. The validity of the ranking list is 36 months.

h) For further information

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