

Annex 1. Position Tasks and Selection Criteria

Adrion Job description 2015

Joint Secretariat – VACANCY

Two Project Officers

Position	ADRION JS Project Officer
Description	The main tasks of the Project Officer are to contribute to the development of and to implement tools and procedures concerning project generation, assessment, implementation, reporting, monitoring and evaluation at Programme and project level.
Main Tasks	<ul style="list-style-type: none"> • Provides information to potential applicants; • Checks project applications vis-à-vis administrative and eligibility criteria; • Appraises quality of submitted proposals vis-à-vis evaluation criteria agreed by the Monitoring Committee ; • Elaborates conditions for approval (if necessary) and finalizes the negotiation process; • Contributes to the drafting of the subsidy contracts; • Monitors approved operations vis-à-vis the approved application forms and Programme targets and participates to the events organized by projects; • Participates to the Monitoring Committee meetings (if necessary) and ensures their follow-up; • Contributes to the evaluation of the Programme and to any eventual amendment; • Supports the organization and participates in events at Programme level; • Elaborates thematic reports in cooperation with the Communication Manager; • Contributes to communication activities and products of the Programme; • Contributes to the elaboration of Annual Reports;
Eligibility¹, selection criteria	<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;

¹ The eligibility criteria comprise a set of formal requirements which applicants need to fulfil 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.

- enjoy his/her full rights as a citizen;
- have not been convicted of any criminal offence and shall have no criminal proceeding pending³;
- have fulfilled any obligations imposed by the applicable laws concerning military/civil service (if applicable);
- have sent all the required documents as listed in the vacancy notice;
- have an excellent oral and written English: at least Level C1, according to the Common European Framework of Reference for Languages (CEFR), or the equivalent level according to other internationally accepted scales, (i.e. American Council on the Teaching of Foreign Languages (ACTFL));
- At least 3 years of professional experience in EU funded projects/programmes or in an International environment.

Evaluation criteria

The following professional elements will be evaluated:

- Relevant working experience in an international/multicultural environment;
- Good understanding of the EU institutional framework;
- Accuracy, experience and knowledge related to management techniques and consultation methods, in particular project cycle management, preparation of reports and presentations;
- Experience in European Territorial Cooperation;
- Strong analytical capacities;
- Advanced computer skills: MS Office, Internet;
- Independent attitude combined with co-operative working approach;
- Availability to travel and work in a flexible time schedule;
- Ability and readiness to work independently and to fit in with the international JS team;
- Education and/or experience in the thematic fields addressed by the Programme.

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, successful applicants will be required to provide a police certificate confirming the absence of any criminal record.

	<p><i>The following elements will guide the attribution of scores to candidates by the Recruitment Committee, both for the evaluation of CVs and for the interview:</i></p> <p>Education track</p> <ul style="list-style-type: none"> • Post graduate degree (Master, PhD, other post graduate studies) in the thematic domains addressed by the Programme: e.g. Research, Development and Innovation; Protection, promotion and valorization of natural and cultural assets; Transport infrastructures and services; • Training and specialization courses in the thematic domains addressed by the Programme; • Others (e.g. publications, scholarships, fellowships, awards, internships, etc.) in the thematic domains addressed by the Programme; <p>Professional and managerial experience and knowledge</p> <ul style="list-style-type: none"> • Professional experience beyond the minimum requirement; • Experience in working in an international/multi-cultural environment; • Experiences in team working ; <p>Specific professional experience and knowledge</p> <ul style="list-style-type: none"> • EU project and Programme management experience; • Knowledge of EU policies, European Territorial Cooperation, European Union Strategy for Adriatic and Ionian Region - EUSAIR; • Understanding and knowledge of the cooperation area; <p>IT skills</p> <ul style="list-style-type: none"> • Advanced computer skills; <p>Language skills</p> <ul style="list-style-type: none"> • Level of knowledge of English language (above Level C1 according to CEFR and above the corresponding levels according to other internationally accepted scales); • Knowledge of official languages of the ADRION geographical area;