

VACANCY NOTICE:
Two Projects Officers “Joint Secretariat Project Officers (m/f)”
Interreg-Adriatic Ionian Programme
ADRION

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA, is looking for two **“Project Officers” for the Joint Secretariat (hereinafter: JS) of the ADRION Transnational Cooperation Programme 2014-2020.**

Background and environment

Emilia-Romagna Region has been endorsed as Managing Authority of the INTERREG V - ADRION Programme and ERVET, the in-house company of the Emilia-Romagna Region ruled by the Regional law LR n. 25/1993, has been assigned with the role of hosting the JS 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 JS, according to article 23 (EU) of Regulation 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 transnational Programme comprising 8 countries, out of which 4 EU Partner States and 4 non-EU Partner States, namely:

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

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

<http://www.adrioninterreg.eu/>

a) Professional Profile searched

Two Project Officers (m/f)

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

b) Economic treatment and contract typology

The position requires full-time commitment. ERVET shall issue the employment contract under the Italian labour law and manage all related social tax and insurance issues.

The annual gross salary will be maximum of euro 36.300 depending on qualification and experience. The starting of the job should be as soon as possible after the finalization of the selection procedure. The initial assignment will be for 36 months with possibility of extension.

c) Working place

The working place will be in Bologna (Italy). The positions require the availability to travel within the Programme area and to Brussels.

d) Eligibility criteria

See Annex 1.

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

e) Submission of candidatures

The application shall include:

- A duly signed and dated Curriculum Vitae in Europass format (with specific references to exact dates of the professional experience, name of 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 copy of a valid identification document (Passport / ID card), signed and dated;
- 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 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
40122 Bologna
ITALY

The envelope shall indicate ***“Selection Procedure for the ADRION JS Project Officers”***.

The deadline for the submission of the candidatures is 18 January 2016. The date of the postmark will attest the day of delivery.

f) Selection procedure

¹Please include the privacy clause authorizing the processing of the personal data for this personnel selection purpose. (<https://europass.cedefop.europa.eu/it/documents/curriculum-vitae/templates-instructions>).

²If 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 at later stage only by the selected candidates prior to signature of the contracts.

Selection and evaluation criteria are detailed in Annex 1.

The selection of candidates will be performed by a Selection Committee, nominated by the Legal Representative of Ervet in cooperation with the Programme Partner States. The composition of the Selection Committee will be published on Ervet web site after the deadline for the submission of the candidatures has expired. The selection procedure shall be organized in three steps:

Step 1. Eligibility assessment

Step 2. Evaluation of titles and professional experiences (on the basis of the CVs, max 40 points).

Only candidates whose CVs have obtained at least 30 out of 40 points will be invited to the following steps of the selection procedure.

All candidates will be informed via email of the outcomes of Step 2.

Step 3. Interview (oral and written test, max 60 points).

An oral and a written tests are foreseen aimed at assessing the technical competences, professional record, attitudes and motivation of the candidates.

Step 3 will be held at least 20 calendar days after the official communication of the results of the Step 2 of the procedure, and will take place at Ervet premises Via Morgagni 6, 40122 Bologna, Italy.

Step 3 will be conducted by the above mentioned Selection Committee in English Language.

g) Results of the selection procedure

After the conclusion of the procedure, the Selection Committee shall assign the final scoring result to each candidate, composed by the sum of scoring sub 2) and sub 3).

All candidates shall be informed on the final result via e-mail.

l) Reserve list and appointment

On the basis of the results of the Selection Procedure, the Selection Committee will prepare a ranking list with names and final scoring of candidates, to be published on ERVET web site for a period of 20 calendar days.

The inclusion in the ranking list does not entitle candidates to recruitment. The ranking list will be valid for 36 months.

i) Publicity

The announcement of this call will be published on ERVET, Regione Emilia-Romagna, ADRION and INTERACT Programme websites and announced on the Official Bulletin of Regione Emilia-Romagna and on Partner States' web sites.

h) Further information

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA
Via G.B. Morgagni 6 - 40122 Bologna - ITALY
Segreteria direzionale, tel. 0039 051 6450406; fax 0039 051 6450390
e-mail: direzione_operativa@ervet.it