

VACANCY NOTICE:

“Joint Secretariat IPA Officer” (m/f)

Interreg V B Adriatic Ionian Programme - ADRION

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA, is looking for a **“IPA Officer for the Joint Secretariat (hereinafter: JS)” of the Interreg V B Adriatic Ionian programme - ADRION.**

Background and environment

Emilia-Romagna Region has been endorsed as Managing Authority of the Interreg V B Adriatic Ionian programme – ADRION 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/>

The working language is English.

a) Professional Profiles searched

IPA Officer (m/f)

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

b) Economic treatment and contract typology

The positions require 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 EUR 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 and evaluation criteria

Eligibility and evaluation criteria are listed in Section 1.

e) Submission of candidatures

The application shall include:

- A duly signed and dated Curriculum Vitae in Europass format¹ (with specific references to exact dates (mm/yy) of the professional experience, name of employers and if the position has been/is full time or part time (in the latter case please include the percentage), including the privacy clause authorizing the processing of the personal data for this personnel selection purpose: *I hereby authorize the use and disclosure of my personal data according to the Italian law art. 13 del D. Lgs. 196/2003;*
- A duly filled and signed application form (see Annex 1);
- A copy of a valid identification document (Passport/ID card), signed and dated.

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 - 40121 Bologna - ITALY**

The envelope shall indicate ***“Selection Procedure for the ADRION Joint Secretariat IPA Officer”***.

For organizational reasons, applicants are asked to send an email with the following subject: ***“Selection procedure for the ADRION Joint Secretariat IPA Officer”*** and with the following text: ***“I undersigned (name, surname) sent my candidature for the position in subject on dd/mm/yy”***. No documentation has to be attached to the email.

Emails must be sent within the deadline to the following email address: direzione_operativa@ervet.it

¹ <https://europass.cedefop.europa.eu/it/documents/curriculum-vitae/templates-instructions>

The deadline for the submission of the candidatures is **December 9, 2016**. The date of the postmark will attest the day of delivery.

f) Selection procedure

The selection procedure shall be done by a Selection Committee named by ERVET President in cooperation with the Programme's Partner States. Its composition will be published on ERVET web site after the finalization of the process.

The eligibility and evaluation criteria are listed in Section 1.

The selection procedure shall be organized in three steps:

Step 1. Eligibility assessment

Verification of the minimum requirements.

Step 2. Evaluation of titles and acquired experiences (max 40 points)

The Commission proceeds with the evaluation of titles and acquired working experience as declared in the CV summary (Annex 1) in accordance with the evaluation criteria set forth in Section 1.

Only those candidates who - through their CV summary - have obtained at least 30 out of 40 points, and are in the first six positions (equal scores included) in the ranking list shall be invited to the further steps of the selection procedure.

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

Step 3. Oral and written test (max 60 points)

Selected candidates shall be invited to an oral and written tests aimed at assessing their motivation, technical competences, professional record and attitudes.

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.

It shall be conducted by the aforementioned Selection Committee. The tests shall be 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 of Step 2 and 3.

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

h) 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. In case of need, the ranking list shall be scrolled down not below the final score of 70 points.

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.

j) Further information

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA

Via G.B. Morgagni 6 - 40122 Bologna - ITALY

phone: 0039 051 6450406; fax: 0039 051 6450390

e-mail: direzione_operativa@ervet.it

Section 1. Position Tasks and Selection Criteria

Position: **ADRION IPA Officer**

Description: The main tasks of the IPA officer is to provide advice and information to potential applicants and beneficiaries of the IPA Partner States, to contribute to the evaluation of the received applications and to support the monitoring of the approved operations with a focus on IPA partners and expenditure.

Main Tasks

- Provides information to potential applicants and beneficiaries of the IPA Partner States with a focus on financial topics (e.g.: eligibility of expenditure, reporting);
- Participates to the evaluation process of the received applications and further negotiation;
- Supports the project and finance officers in the monitoring of content and finance activities, related to IPA funds and partners;
- Contributes to preparation of decisions of the Monitoring Committee regarding project budget re-allocations and to any other major changes in IPA financial issues at project level;
- Participates in monitoring visits at project level, including the organization, participation and follow up of financial and audit seminars for IPA project partners and controllers organized by the Programme;
- Monitors IPA Programme budget and alerts on the risk of the de-commitment; and contributes to the elaboration of data on IPA partners' performance;
- Contributes to the elaboration and updating of the manuals and guidelines related to project submission and implementation on financial matters, with a focus on IPA public procurement rules;
- Contributes to the elaboration of reports, presentations and statistics for the MA/MC and contributes to reporting to the EU Commission;
- Contributes in maintaining the financial data related to the IPA partners stored in e-MS (electronic monitoring system) updated;
- Keeps relations with First Level Control systems in IPA countries participating in the Programme;
- Participates in external events and seminars as necessary;
- Supports the Managing Authority in its functions as Certifying Authority.

In addition, the candidate shall:

- Be accurate;
- Have strong analytical capacities;
- Be available to travel and work according to a flexible time schedule;
- Be available and ready to work independently and to fit in with the international JS team.

**Eligibility²
criteria:**

The applicants shall :

- Have a valid and recognized degree of at least four years' university course³;
- Enjoy his/her full rights as a citizen;
- Have not been convicted of any criminal offence and shall have no criminal proceeding pending⁴;
- 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));
- Have at least 3 years of professional experience in the last 5 years in EU funded projects/programmes or in an international environment, covering also aspects of finance management and/or control/audit.

**Evaluation
criteria**

The following professional elements will be evaluated:

- Relevant working experience in an international/multicultural environment;
- Sound knowledge of EU financial regulations and management systems, with special reference to financial aspects and PRAG;
- Good understanding of the EU institutional framework;
- Experience and knowledge related to project/programme financial management techniques, preparation of reports and presentations;
- Experience in European Territorial Cooperation;
- Advanced computer skills : MS Office, Internet, programme monitoring systems.

The following requirements shall be considered as an asset:

- Post graduate degree (Master, PhD, other post graduate studies) , and/or other qualifying activities (e.g. relevant publications, scholarships, fellowships, awards, etc.) and/or training or specialization courses of at least 3 months 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) or in Accountancy, Economics, Financial Management;
- Knowledge of at least one official language of the ADRION geographical area.

² 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.

³ 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 subscription of the assignment contract.

⁴ Prior to subscription of the assignment contract, the applicants will be required to provide a police certificate confirming the absence of any criminal record.