

VACANCY NOTICE:

“Joint Secretariat Communication Officer and Web Content Manager” (m/f)

Interreg V B Adriatic Ionian Programme - ADRION

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA, is looking for a **“Communication Officer and Web Content Manager” 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 of Regulation (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 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

Communication Officer and Web Content Manager (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 shall 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 position 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 employer(s) 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 email using ADRION eMS system according to the instructions provided in Annex 2.

The subject of the email shall indicate **“Selection Procedure for the ADRION Joint Secretariat Communication Officer and Web Content Manager 2018”**.

All candidates shall receive an automatic reply within the system. Candidates are invited to save and/or print it.

Eligible applications shall be those received within the deadline **02/02/2018, h: 23.59 CET time**.

Candidates are entitled to send only one email containing the full application package.

In order to be admitted to the eligibility assessment, the full application package must be sent in only one email.

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 shall be published on ERVET web site after the finalization of the process.

The eligibility and evaluation criteria are listed in Section 1.

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

The selection procedure shall be organized in three steps:

Step 1. Eligibility assessment

Verification of the minimum requirement set forth in Section 1.

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

The Selection Committee 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 of the outcomes of Step 2 by ERVET using the email addressed you have used to register into ADRION eMS system.

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 as reported in the full CV.

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 shall 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 shall 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) Responsible for the procedure

Ms Roberta Dall'Olio, ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA.

k) Further information

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA
direzione_operativa@ervet.it

Section 1. Position Tasks and Selection Criteria

Position: **ADRION Communication Officer and Web Content Manager**

Description: The main tasks of the Communication Officer and Web Content Manager is to ensure efficient communication of the ADRION Programme in accordance with the programme communication and strategy plan.

- Main Tasks**
- Implement and timely update ADRION communication strategy and plan in accordance with the Programme goals and achievements;
 - Draft communication and guidance manuals for project beneficiaries;
 - Ensure ADRION visibility towards the relevant stakeholders, target groups (e.g.: applicants, project beneficiaries, public, etc.), capturing and disseminating relevant information on programme and projects achievements;
 - Proof read different kinds of documents (e.g.: from press releases to project summaries) in English, with great attention to details;
 - Conceive, develop and/or coordinate the realization of multimedia tools and/or publications;
 - Develop and regularly update the ADRION website, and Programme presence on social media;
 - Monitor and update the ADRION web portal aimed at hosting approved operations web pages;
 - Contribute in drafting of reports, in particular programme annual and final implementation reports;
 - Actively participate and interact with the network of ETC programme communication officers;
 - Conceive, organize and manage programme events (e.g. annual transnational events, thematic workshops, trainings, webinars etc.) in coordination with the Managing Authority and ERVET; promote and represent the Programme in events;
 - Support the JS coordinator in ensuring consistency with EU and programme communication rules;
 - Animate stakeholders working groups;
 - Coordinate service providers;
 - Ensure independent attitude combined with co-operative working approach.

Please note that the working position requires the availability to frequent missions abroad (e.g.: participation in Monitoring Committee meetings, project meetings, conferences, etc.)

- Eligibility² criteria:** The applicants shall :
- Have a valid and recognized degree of at least four years' university course³; in relevant disciplines (e.g.: communication, public relations, EU affairs/policy);
 - 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 project/communication management gained through similar employment or a proven track record in the areas of institutional communication, in particular for EU policy and/or regional development;
 - Have sent all the required documents as listed in the vacancy notice duly dated and signed.

Evaluation criteria The evaluation will relate to:

Education Track:

- Post graduate career (Master, PhD, etc. in field related subjects);
- Training and specialisation courses;
- Others (publications, scholarships, fellowships, awards, internships, etc.).

Professional and managerial experience and knowledge:

- Experience in working in a relevant national or international/multicultural environment.

Specific professional experience and knowledge

- Public relation and networking level of experience;
- Knowledge of ETC Programmes (e.g.: transnational, cross-border or interregional)

Communication and IT skills.

- Experience in communication and dissemination activities;
- Be familiar with different marketing/communication tools and concepts (e.g.: WordPress, MailChimp, SurveyMonkey, Twitter etc.).
- Experience in events organization.

Language skills

- Knowledge of English Language (Level C or above);
- Knowledge of one or more languages of the ADRION geographical area will be considered an asset.

The following requirements will be considered an asset:

- Professional qualification in journalism or equivalent relevant disciplines;
- Previous experience in event organisation
- Advanced skills in addition to the ones mentioned above.

² The eligibility criteria comprise a set of formal requirements that 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 must 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.

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.