



## VACANCY NOTICE

### **Interreg V-B Adriatic Ionian Programme - ADRION** **Joint Secretariat Electronic Monitoring System Officer (m/f)**

ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA, is looking for a **“Electronic Monitoring System 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 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**

**Joint Secretariat Electronic Monitoring System Officer (m/f)**

The position, responsibilities, tasks and profile are described in Section 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 **EUR 36.300,00** 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.

**The recruitment of the selected candidate is subject to the approval of the related budget by ADRION Monitoring Committee.**

**c) Working place**

The working place will be in Bologna (Italy). The position requires 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* 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 – 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 art. 13 of Reg. UE n. 2016/679 and to the Italian law D.Lgs 196/2003*”);<sup>1</sup>;
- A duly filled and signed Application Form and CV summary form (see Annex 1 template: Application Form and CV Summary Form);
- A copy of a valid identification document (Passport / ID card), signed and dated.

All documents are to be filled 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 Ems Officer 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: **11<sup>th</sup> January 2019, h: 23:59 CET time.**

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

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

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<sup>1</sup> Please 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>).

**f) Selection procedure**

The selection procedure shall be done by a Selection Recruitment Committee (SRC) named by ERVET in cooperation with the Programme's Partner States and representatives of ADRION Managing Authority and Joint Secretariat. 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.

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 address stated in the Application Form by each candidate.

**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 their 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 Recruitment Committee. The oral and written tests shall be in English language.

**g) Results of the selection procedure**

After the conclusion of the procedure, the Selection Recruitment 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

Email: [direzione\\_operativa@ervet.it](mailto:direzione_operativa@ervet.it)

ERVET will reserve the right to control the truthfulness of the declaration and of the sent documents by the relevant authorities.

ERVET seeks to attain gender balance and encourages female applicants to apply.

Bologna, 17<sup>th</sup> December 2018



## Section 1. Position Tasks and Selection Criteria

**Position:** **ADRION Electronic Monitoring System Officer**

**Description:** The main tasks of the electronic Monitoring System (eMS) Officer is to test, monitor, and ensure daily functioning of eMS of ADRION programme.

The eMS is a programme monitoring system with a communication portal. It allows ADRION to collect and store all necessary projects and programme information and communicate with beneficiaries electronically via a secure online communication portal<sup>2</sup>.

The system is built in milestones, containing several modules prioritized according to the programme lifecycle:

1) Core database, 2) Communication portal, 3) Application form module, 4) Assessment and decision module, 5) Contracting module, 6) Project modifications module, 7) Project partner progress reporting / first level control module, 8) Project progress reporting module, 9) MA module, 10) Certifying Authority module (incl. payments to projects, interim and final applications for payment to European Commission, accounts for accounting period and payments from European Commission), 11) Programme progress module, 12) Corrections and audits module (incl. reporting on recoveries, withdrawals, amounts to be recovered, recoveries and irrecoverable amounts). In addition, there is some functionality for audits such as read-only access to user interfaces and a list of project reports for sampling.

The software is built using as much as possible free-to-use technologies and new functionalities are regularly developed.

eMS is also able to provide data to the data base KEEP (<http://www.keep.eu/>). The link to this external system is currently implemented by sending an extraction of data periodically to KEEP. The data afterwards will be imported in to KEEP by the KEEP team.

The eMS is implemented using Java technologies. It uses PrimeFaces as a user-interface, Hibernate for persistence and the Spring framework to wire the layers. It will run on Apache Tomcat, uses Mariadb as relational database and will run on CentOS.

**Main Tasks** Test, monitor, and ensure daily functioning of the electronic Monitoring System of ADRION programme, namely:

- Implement and timely update ADRION eMS in accordance with the Programme goals and achievements;
- Carry out helpdesk activities for applicants, controllers and project partners dealing with the eMS;
- Perform presentations on the eMS system features and functionalities in several contexts: seminars, trainings, info-days etc.;
- Draft eMS guidance manuals for applicants, controllers and project beneficiaries and update the existing ones;

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<sup>2</sup> European Territorial Cooperation, according to Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal.

- Understand difference and similarities between eMS and other European programmes monitoring systems and liaise with eMS developers to improve the system and add new functions;
- Help projects and controllers to deal with systems malfunctions and help eMS IT Programme developers to address and correct failures in the shortest time and most cost-effective way;
- Deal with eMS project registration process;
- Draft reports on eMS projects data, in particular programme annual and final implementation reports under JS coordinator supervision;
- Help JS colleagues to gather data from eMS when required for their reports and presentation and when dealing with projects day-to-day communication;
- Help JS colleagues to gather relevant information on programme and projects achievements from eMS with great attention to details;
- Ensure independent attitude combined with co-operative working approach;
- Please note that the working position may require the availability to frequent missions abroad (e.g. participation in Monitoring Committee meetings, project meetings, conferences, etc.)

**Eligibility<sup>3</sup>  
criteria:**

The applicant shall:

- Have a valid and recognized degree of at least four years' university course<sup>4</sup>; in relevant disciplines (e.g.: Information Technology, Digital humanities and digital knowledge, EU affairs/policy, Law, Economics, management and statistics, Political science);
- Enjoy his/her full rights as a citizen;
- Have not been convicted of any criminal offence and shall have no criminal proceeding pending<sup>5</sup>;
- 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 2 years of professional experience in the last 5 years in data management gained through similar employment or a proven track record in the areas of project monitoring and/or project management and data management, in particular for European programmes and/or regional development;

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> Prior to subscription of the assignment contract, the applicants will be required to provide a police certificate confirming the absence of any criminal record.

- 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);
- Others (publications, scholarships, fellowships, awards, internships, etc.).

**Professional and managerial experience and knowledge**

- Experience in working in a relevant national or international/multicultural environment;
- Clear evidence of/Documented knowledge of project lifecycle management;

**Specific professional experience and knowledge**

- Experience in databases implementation and updating, with particular focus on territorial cooperation programmes;
- Knowledge of ETC programmes (e.g.: transnational, cross-border or interregional) and project monitoring;

**Communication and IT skills**

- Clear evidence of/Documented experience in providing helpdesk support in English;

**Language skills**

- Knowledge of one or more languages of the ADRIAN geographical area will be considered an asset;

**The following requirements will be considered an asset:**

- Advanced skills in addition to the ones listed above.
- Attendance of training and specialisation courses.