



VACANCY NOTICE
for the recruitment of the STAFF within the JOINT SECRETARIAT
for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme

Annex 2 – Economic-administrative Assistant

<p>The selection for Economic-administrative Assistant will be used to identify either JS Financial Assistant, Administrative Assistant or Project Manager. The specific tasks depend on the different role, as described below.</p>	
<p>Main tasks of the Financial Assistant</p>	<p>The <i>Financial Assistant</i> will support the <i>Financial Manager</i> to:</p> <ul style="list-style-type: none"> - draft administrative acts relating to financial issues and programming and in general for the achievement of sound financial management; - prepare the decisions of the JS/MA/MC regarding project budget reallocations and any other major changes in financial issues at project level; - prepare the requests for reimbursement to the EC providing all necessary information on the procedures and checks carried out on costs for their certification; - support the regular investigation of administrative and accounting documents in order to process the reports of financial and procedural progress requested for audit activities; - monitor the ERDF Programme budget and alerting on the risk of the de-commitment; - draw up documents related to certification and verification of the Programme with particular reference to the financial aspects; - supply and update economic and financial data in the management and monitoring system of the Programme; - supply statistical analysis of quantitative and qualitative indicators, relating to financial progress of the projects to be submitted to the actors of the Programme; - support the functioning of first level control systems of the Programme.
<p>Main tasks of the Administrative Assistant</p>	<p>The <i>Administrative Assistant</i> will support the <i>Administrative Manager</i> in:</p> <ul style="list-style-type: none"> - drafting acts, documents and reports in relation to Programme implementation; - defining and day-to-day handling of Programme procedures; - drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.); - the setting up and day-to-day functioning of the IT managing and monitoring system of the Programme; - the organization of MC meetings and ensure their follow-up; - the organization and participation in events at Programme level; - elaborate thematic and annual reports; - draft the calls for proposals and the selection procedures.
<p>Main tasks of the Project Manager</p>	<p>The <i>Project Manager</i> will:</p> <ul style="list-style-type: none"> - support the drafting of acts, documents and reports in relation to Programme implementation; - support for the definition and day-to-day handling of Programme procedures; - support the drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.);

	<ul style="list-style-type: none"> - support the setting up and day-to day functioning of the IT managing and monitoring system of the Programme; - support to the organization of MC meetings and ensure their follow-up; - support the organization and participation in events at Programme level; - elaboration of thematic reports and annual reports; - support to the preparation of calls for proposals and the selection procedures; - participate to the project selection procedure by carrying out the relevant assessment steps (eligibility and quality check); - inform the beneficiaries about the characteristics of the Programme; - support the beneficiaries during the implementation of the projects. <p>All the applicants will be requested to have: strong analytical capacities, advanced computer skills (MS Office, Internet, web-based tools), independent attitude combined with co-operative working approach and availability to travel and work in a flexible time schedule.</p>
<p>Eligibility specific criteria</p>	<p>The applicants shall:</p> <ul style="list-style-type: none"> - have a valid and recognized Economics, Political Sciences or Law University degree of at least four years or equivalent <i>(legal titles ex Italian Ministerial Decree n. 509/99 corresponding to the following classes: 13/S, 19/S, 22/S, 57/S, 59/S, 60/S, 64/S, 67/S, 70/S, 71/S, 80/S, 83/S, 84/S, 88/S, 89/S, 90/S, 91/S, 99/S, 101/S, 102/S; legal titles ex Italian Ministerial Decree n. 270/04 corresponding to the following classes: LMG/01, LM16, LM 19, LM52, LM56, LM59, LM62, LM63, LM72, LM76, LM77, LM81, LM82, LM83, LM87, LM88, LM90, LM92, LM93);</i> - have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent); - have at least 3 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds.
<p>Selection criteria</p>	<p>The applicants will be evaluated on the basis of the following selection criteria: (titles)</p> <ul style="list-style-type: none"> - professional experience in projects or programmes co-financed by Structural, ESI or IPA funds above the minimum requirement; - relevant working experience in an international/multicultural environment; - experience in European Territorial Cooperation; - specific experience in one or more of the themes targeted by the Specific Objectives of the Programme (Innovation, climate change, environment, culture, transport, etc.); - certified knowledge of English language above the minimum requirement. <p>(oral exam)</p> <ul style="list-style-type: none"> - good understanding of the EU institutional framework; - sound knowledge of EU regulations and management systems, of ESI funds, with special reference to ETC rules and financial implementation and to Italy - Croatia CBC Programme; - assessment and monitoring procedures in ETC Programmes.