ALLEGATOA alla Dgr n. 1439 del 15 settembre 2016

ITALY – CROATIA JOINT SECRETARIAT
(abstract from the Agreement between the National Authorities of the Programme on September 13th, 2016)

JS SETTING UP
Finalisation of the procedure

The main task of the Joint Secretariat (JS) is to support the Monitoring Committee (MC), the Managing Authority (MA) and the beneficiaries of the Programme throughout the implementation of the Programme. The staff work under guidance of the Head of JS to contribute to the sound management of the Programme. In agreement with the National Authorities , the JS will be composed by the following members:
-   up to 11 people working in Venice (JS Headquarters in Venice)
-   up to 4 people working in Zadar and Dubrovnik (JS Branch offices)

The following profiles will be included in the JS staff:

JS staff in Venice:
-   n. 2 administrative profiles (1 senior and 1 junior)
-   n. 1 legal expert (senior)
-   n. 2 financial profiles (1 senior and 1 junior)
-   n. 2 communication profiles (1 senior and 1 junior)
-   n. 4 project managers (all juniors)

JS staff in branch offices:
-   n. 4 local project managers

While the Head of JS and the Senior Officers have been selected and partially contracted there is a need to finalise the selection of the Junior Officers (7 in Venice)) as well as all 4 Project Managers in Branch offices in Croatia (2 in Zadar and 2 Dubrovnik).

JS junior profiles – selection procedure
Staff based in Venice

The staff will be hired by Veneto Region.

All the contracts will include specific provisions by which staff are committed to avoiding situations of conflict of interests and to applying impartiality principles in day-to-day activities, in the preliminary stage of the projects application and in communications with beneficiaries and stakeholders.

The personnel employed in Veneto Region will be hired with 36 months contract. A new selection will be launched before the deadline of the contract, except for eventual derogations to the existing rules.

The contract documents will be in Italian in compliance with Italian rules and an English translation will be provided if necessary.

The selection procedure will generate 3 ranking lists for the different profiles:
-   Communication assistant
-   Economic-administrative assistant
-   Technical assistant

The *Communication assistant* list will be used to select the JS Communication Assistant.

The *Administrative assistant* list will be used to select 1 JS Financial Assistant, 1 JS Administrative Assistant and 2 JS Project Managers.

The *Technical assistant* list will be used to select additionally 2 JS Project Managers.

Costs will be the following:
- Indicative annual amount - burdens paid by the employer included: 42.131,37 €

Selection procedure will be launched in September and should be finalized by December.

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JS junior profiles – assessment
Staff based in Venice

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The selection will be performed through comparison between curricula and subsequent oral test (interview).

The assessment will relate to:

a. qualifications relevant for the profile selected by the candidate:
- Education path
- Professional experience and knowledge
- Language skills

A pre-selection based on qualifications (CV) may be applied, according to the number of applicants.

b. Interview
Specific professional experience and knowledge, e.g.:
- Knowledge in the field of the specific chosen profile (to be defined on the basis of the specific profiles – see below)
- Knowledge of ERDF, fundamental public administration rules and regulations
- Knowledge of transnational, cross border or interregional Programming
- Communication skills

The **total maximum points** assigned to one candidate are 50, split as follows:
1. Assessment of qualification: up to 30 points, of which:
    - for education path: up to 10 points
    - for professional and managerial experience and knowledge: up to 18 points
    - for language skills: up to 2 point

2. Interview: up to 20 points

The members of the Selection Committee will further detail the scores and they will agree on the assessment methodology prior to starting the evaluation process.

Selection Committee
The composition of the Selection Committee will be the following:
    - 2 Italian members
    - 2 Croatian members
    - 1 JS member
One of these members will be appointed as Chair.

If needed, an English language expert will be part of the Selection Committee with the task of verifying the level of English language skills of the candidates.
The members of the Committee will be supported by a Committee secretary.
Eligibility and Selection criteria are defined as follows:

Communication assistant

Eligibility specific	The applicants shall:
	- have a valid and recognized University degree of at least four years in

criteria	Communication, Public relations or equivalent; - have an excellent spoken and written English (level C1 in the Europass Language Passport classification or equivalent); - have at least 3 years of professional experience in communication gained through similar tasks.
Selection criteria	The applicants will be evaluated on the basis of the following selection criteria: (titles) - professional experience in communication gained through similar employments above the minimum requirement; - professional experience in public bodies communication; - working experience in an international/multicultural environment; - experience on website and multimedia tools management; - experience in project/programme communication management in projects or programmes co-financed by Structural, ESI or IPA funds; (oral exam) - good understanding of the EU institutional framework; - sound knowledge of EU regulations and management systems, of ESI, with special reference to ETC rules; - knowledge of Communication tools and procedures applied in ETC.

Economic-administrative assistant

Eligibility specific criteria	The applicants shall: - have a valid and recognized Economics, Political Sciences or Law University degree of at least four years or equivalent; - 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.
Selection criteria	The applicants will be evaluated on the basis of the following selection criteria: (titles) - 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. (oral exam) - good understanding of the EU institutional framework; - sound knowledge of EU regulations and management systems, of ESI, with special reference to ETC rules and financial implementation; - assessment and monitoring procedures in ETC Programmes.

Technical assistant

Eligibility specific criteria	The applicants shall: - have a valid and recognized Engineering, Environmental Sciences, University degree of at least four years or equivalent; - 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.
Selection criteria	The applicants will be evaluated on the basis of the following selection criteria: (titles) - specific experience in one or more of the themes targeted by the Specific Objectives of the Programme (Innovation, climate change, environment, culture, transport, etc.); - 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; - certified knowledge of English language above the minimum requirement. (oral exam) - good understanding of the EU institutional framework; - sound knowledge of EU regulations and management systems, of ESI, with special reference to ETC rules and financial implementation; - assessment and monitoring procedures in ETC Programmes.

JS junior profiles – job description
Staff based in Venice

Communication Assistant

Main tasks	The *Communication Assistant* will support the *Communication Manager* to: a) develop, update and implement the communication strategy and communication plan of the Programme according to the Programme strategy, in coordination with concerned Programme actors; b) collect, organize, edit and disseminate efficiently the information on the Programme; c) actively participate in the network of communication officers of ETC programmes d) develop Programme communication tools such as updating the website, newsletters, publications, etc.; e) coordinate and contribute to the production of Programme publications (on line and paper); f) assist beneficiaries in their activities for dissemination of information about projects (through online support guidance, communication trainings); g) conceive and organize Programme events (international conferences, thematic workshops, trainings, etc.); h) promote and represent the Programme and its projects at external events

Financial Assistant

Main tasks	The *Financial Assistant* will support the *Financial Manager* to: a) draft administrative acts relating to financial issues and programming and in general for the achievement of sound financial management; b) prepare the decisions of the JS/MA/MC regarding project budget reallocations and any other major changes in financial issues at project level; c) prepare the requests for reimbursement to the EC providing all necessary information on the procedures and checks carried out on costs for their certification;

	d) support the regular investigation of administrative and accounting documents in order to process the reports of financial and procedural progress requested for audit activities; e) monitor the ERDF Programme budget and alerting on the risk of the de-commitment; f) draw up documents related to certification and verification of the Programme with particular reference to the financial aspects; g) supply and update economic and financial data in the management and monitoring system of the Programme; h) supply statistical analysis of quantitative and qualitative indicators, relating to financial progress of the projects to be submitted to the actors of the Programme; i) support the functioning of first level control systems of the Programme.

Administrative Assistant

Main tasks	The *Administrative Assistant* will support the *Administrative Manager* to: a) drafting acts, documents and reports in relation to programme implementation; b) defining and day-to-day handling of Programme procedures; c) drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.); d) the setting up and day-to day functioning of the IT managing and monitoring system of the Programme; e) the organization of MC meetings and ensure their follow-up; f) the organization and participation in events at Programme level; g) elaborate thematic and annual reports; h) draft the calls for proposals and the selection procedures; i) participate to the project selection procedure by carrying out the relevant assessment steps (eligibility and quality check).

Project Manager

Main tasks	The *Project Manager* will: a) support the drafting of acts, documents and reports in relation to programme implementation; b) support for the definition and day-to-day handling of Programme procedures; c) support the drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.); d) support the setting up and day-to day functioning of the IT managing and monitoring system of the Programme; e) support to the organization of MC meetings and ensure their follow-up; f) support the organization and participation in events at Programme level; g) elaboration of thematic reports and annual reports; h) support to the preparation of calls for proposals and the selection procedures; i) participate to the project selection procedure by carrying out the relevant assessment steps (eligibility and quality check); j) inform the beneficiaries about the characteristics of the Programme; k) support the beneficiaries during the implementation of the projects.

JS – selection procedure
Staff based in Branch offices in Dubrovnik and Zadar

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