



**VACANCY NOTICE**  
**OFFICER – SENIOR PROFILES within the JOINT SECRETARIAT**  
**for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme**

**Annex 3 – Administrative manager**

Main tasks	<p>a. Support to JS head for the coordination of the JS staff;</p> <p>b. support to drafting of acts, documents and reports;</p> <p>c. support for the definition and day-to-day handling of Programme procedures;</p> <p>d. support to the drafting of the relevant documents (Programme manual, guidelines, etc.);</p> <p>e. support to the setting up and day-to day functioning of the IT managing and monitoring system of the Programme;</p> <p>f. support to the organization of MC meetings and ensure their follow-up;</p> <p>g. contribute to the monitoring of the Programme;</p> <p>h. support to the organization and participation in events at Programme level;</p> <p>i. elaboration of thematic reports and annual reports;</p> <p>j. support to the preparation of calls for proposals, to selection procedures and to monitoring of the projects.</p> <p>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>
Eligibility specific criteria	<p>The applicants shall:</p> <ul style="list-style-type: none"> <li>- have a valid and recognized Economics or Law University degree of at least four years or equivalent;</li> <li>- have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);</li> <li>- have at least 5 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds.</li> </ul>
Selection criteria	<p>The applicants will be evaluated on the basis of the following selection criteria:</p> <ul style="list-style-type: none"> <li>- professional experience in projects or programmes co-financed by Structural, ESI or IPA funds above the minimum requirement;</li> <li>- relevant working experience in an international/multicultural environment;</li> <li>- experience in European Territorial Cooperation;</li> <li>- good understanding of the EU institutional framework;</li> <li>- sound knowledge of EU financial regulations and management systems, of ESI, with special reference to ETC rules;</li> <li>- certified knowledge of English language above the minimum requirement;</li> <li>- knowledge of at least one language of the Programme area.</li> </ul>