

# VACANCY NOTICE - ANNEX 1

STAFF MEMBERS OF THE JOINT SECRETARIAT  
for 2014-2020 (Interreg V-A) Italy - Croatia CBC  
Programme  
Economic-administrative profile

## Economic-administrative profile

<p>The Economic-administrative profile - junior positions - pertains to the following JS roles: Financial Assistant, Administrative Assistant, Project Manager. The relevant tasks depend on the specific 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"> <li>- draft administrative acts relating to financial issues and programming and in general for the achievement of sound financial management;</li> <li>- prepare the decisions of the JS/MA/MC regarding project budget reallocations and any other major changes in financial issues at project level;</li> <li>- prepare the requests for reimbursement to the EC providing all necessary information on the procedures and checks carried out on costs for their certification;</li> <li>- support the regular investigation of administrative and accounting documents in order to process the reports of financial and procedural progress requested for audit activities;</li> <li>- monitor the ERDF Programme budget and alerting on the risk of the de-commitment;</li> <li>- draw up documents related to certification and verification of the Programme with particular reference to the financial aspects;</li> <li>- supply and update economic and financial data in the management and monitoring system of the Programme;</li> <li>- supply statistical analysis of quantitative and qualitative indicators, relating to financial progress of the projects to be submitted to the actors of the Programme;</li> <li>- support the functioning of first level control systems of the Programme.</li> </ul>
<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"> <li>- drafting acts, documents and reports in relation to Programme implementation;</li> <li>- defining and day-to-day handling of Programme procedures;</li> <li>- drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.);</li> <li>- the setting up and day-to day functioning of the IT managing and monitoring system of the Programme;</li> </ul>

<p>Main tasks of the Project Manager</p>	<ul style="list-style-type: none"> <li>- the organization of MC meetings and ensure their follow-up;</li> <li>- the organization and participation in events at Programme level;</li> <li>- elaborate thematic and annual reports;</li> <li>- draft the calls for proposals and the selection procedures.</li> </ul> <p>The <i>Project Manager</i> will:</p> <ul style="list-style-type: none"> <li>- support the drafting of acts, documents and reports in relation to Programme implementation;</li> <li>- support for the definition and day-to-day handling of Programme procedures;</li> <li>- support the drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.);</li> <li>- support the setting up and day-to day functioning of the IT managing and monitoring system of the Programme;</li> <li>- support to the organization of MC meetings and ensure their follow-up;</li> <li>- support the organization and participation in events at Programme level;</li> <li>- elaboration of thematic reports and annual reports;</li> <li>- support to the preparation of calls for proposals and the selection procedures;</li> <li>- participate to the project selection procedure by carrying out the relevant assessment steps (eligibility and quality check);</li> <li>- inform the beneficiaries about the characteristics of the Programme;</li> <li>- support the beneficiaries during the implementation of the projects.</li> </ul> <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>
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<p>Eligibility specific criteria</p>	<p>The applicants shall:</p> <ul style="list-style-type: none"> <li>- have a valid and recognized Economics, Political Sciences or Law University degree of at least four years or equivalent</li> <li>- <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></li> <li>- have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);</li> <li>- have at least 3 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds.</li> </ul>
<p>Selection criteria</p>	<p>The applicants will be evaluated on the basis of the following selection criteria:</p> <p>(titles)</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>- specific experience in one or more of the themes targeted by the Specific Objectives of the Programme (Innovation, climate change, environment, culture, transport, etc.);</li> <li>- certified knowledge of English language above the minimum requirement.</li> </ul> <p>(interview)</p> <ul style="list-style-type: none"> <li>- good understanding of the EU institutional framework;</li> <li>- 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;</li> <li>- assessment and monitoring procedures in ETC Programmes.</li> </ul>