



REGIONE AUTONOMA DELLA SARDEGNA



AUTONOMOUS REGION OF SARDINIA
PRESIDENCY
JOINT MANAGING AUTHORITY OF THE 2007-2013 ENPI CBC
MEDITERRANEAN SEA BASIN PROGRAMME
Operational Management Unit

PUBLIC NOTICE
for the recruitment of the staff of the Joint Technical Secretariat (JTS)
and of the Branch Offices of the 2007-2013
ENPI CBC Mediterranean Sea Basin Programme.

Art. 1 Object of the notice

The Joint Managing Authority (JMA) of the 2007-2013 ENPI CBC Mediterranean Sea Basin Programme, in accordance with determination n.13/431 of 16.02.2010, communicates that a selection is launched for the recruitment of the following profiles:

Structure	Location	Job description	n. of positions	Ref.
Joint Technical Secretariat	Cagliari(IT)	Coordinator	1	(AJTS)
Joint Technical Secretariat	Cagliari(IT)	Project Officer	2	(BJTS)
Joint Technical Secretariat	Cagliari(IT)	Financial Officer	2	(CJTS)
Joint Technical Secretariat	Cagliari(IT)	Communication Officer	1	(DJTS)
Joint Technical Secretariat	Cagliari(IT)	Assistant	1	(EJTS)
Branch office	Valencia(E)	Coordinator of the Branch Office for the Western Mediterranean	1	(FVAL)
Branch office	Valencia(E)	Coordinator of the Liaison Office (liaison officer)	1	(GVAL)
Branch office	Aqaba(HKJ)	Coordinator of the Branch Office for the Eastern Mediterranean	1	(HAQA)
Branch office	Aqaba(HKJ)	Assistant to the Branch Office Coordinator	1	(IAQA)
Branch office	Aqaba(HKJ)	Branch Office administrator/accountant	1	(JAQA)

Only one application concerning one structure and one profile can be presented – **under penalty of exclusion** - by the interested persons on the basis of their professional qualifications.

The publication of this notice, the participation to the selection and the constitution of the short lists will not create any obligation for the Regional Administration to proceed with the conclusion of contracts and do not open rights for the applicants towards the Regional Administration.

The Regional Administration reserves the right to suspend, modify or cancel this selection procedure and not to proceed with the conclusion of the contracts at any time and independently of the state of advancement of the procedure, without giving the right to the concerned persons to obtain any compensation or indemnity from the Administration.

Art. 2 Description of the activities

The Joint Technical Secretariat (JTS) will assist the JMA in the following activities:

1) Programme management



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- Support the JMA in the secretariat and logistic functions of the work of the Joint Monitoring Committee (JMC) and the Projects Selection Committees (PSC), through the preparation and submission of documents, drafting of minutes and implementation of **JMC** decisions.
- Support to the JMA in drafting activity reports to be submitted to the Joint Monitoring Committee and to the European Commission according to the timing provided by the Programme. These reports will be based on a database to be set up and updated, including Programme and projects indicators;
- Support to the JMA in the management of services ensuring functions related to the monitoring system of the Programme and projects, to the translation and interpreting, etc.;
- Support to the JMA in the implementation of the Programme information and communication plan addressed to different target groups identified within the Programme's eligible territories, in their respective countries, as well as in other macro regions, particularly in countries interested in the European Neighbourhood Policy.

2) Project cycle (development and implementation)

- Preparation and provision to potential beneficiaries of manuals and forms in the different languages adopted by the Programme to present project proposals;
- Preparation of calls for proposals and organisation of their dissemination among the trans-national community of potential beneficiaries;
- Promotion activities to ensure the Programme visibility for potential beneficiaries in eligible territories, in particular on the content of calls for proposals, deadlines and procedures;
- Support to the **JMA** in verifying the compliance of project proposals with the eligibility criteria approved by the **JMC**, and in preparing forms for the **PSC** to be used for the evaluation of projects according to the selection criteria established by the **JMC** and compliant with the PRAG (Practical Guide to Contract procedures for EC external actions);
- Support to the **JMA** in preparation of contracts to be signed with the Project Beneficiaries (Lead Partners);
- Preparation, in compliance with the PRAG, of manuals for technical and financial management of projects, including standard forms (forms for agreements between project partners, terms of reference for external auditors, reporting forms, etc.), in the different languages adopted by the Programme;
- Verification of requests for payment submitted by projects Beneficiaries (Lead Partners) before their transmission to the **JMA** financial and certification unit;
- Verification of technical and administrative reports submitted by projects Beneficiaries (Lead Partners);
- Assistance to beneficiaries, as regards their needs and the possible changes to projects.

Art. 3 Features of the collaboration

1. The ten ranking lists, related to the positions of the three Programme structures (JTS, Valencia Branch Office and Aqaba Branch Office), will remain in force for three years and may be used for awarding coordinated and continuous collaboration contracts not exceeding 36 months, renewable only once for a same duration and in any case not exceeding the execution period of the Programme (31st December 2016), according to article 6 bis, paragraph 2, of the Regional law n. 31 of 13/11/1998, as modified by article 1, paragraph 44 of the Regional law n. 1 of 14/05/2009 (Budget law of 2009).
2. The JMA will stipulate the collaboration contracts only for the JTS positions based in Cagliari, according to applicable Italian tax and social security laws.
3. The Branch Offices (Valencia/Generalitat Valenciana and Aqaba/Aqaba Special Economic Zone Authority) will stipulate contracts for their own positions according to applicable tax and social security laws of Spain and Jordan, and under their own direct responsibility.
4. The annual gross salary, including all taxes and pension contribution to be paid by both the contractor and the contracting administration (JMA for JTS positions based in Cagliari, and each Branch Office for the positions based respectively in Valencia and Aqaba), is established at a maximum of:
 - a) € 118.500,00 (one hundred eighteen thousand five hundred/00) annual for the profile Ref. AJTS;
 - b) € 62.500,00 (sixty-two thousand five hundred/00) annual for the profile Ref. BJTS;
 - c) € 62.500,00 (sixty-two thousand five hundred/00) annual for the profile Ref. CJTS;



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- d) € 62.500,00 (sixty-two thousand five hundred/00) annual for the profile Ref. DJTS;
- e) € 45.300,00 (forty-five thousand three hundred/00) annual for the profile Ref. EJTS;
- f) € 62.500,00 (sixty-two thousand five hundred/00) annual for the profile Ref. FVAL;
- g) € 62.500,00 (sixty-two thousand five hundred/00) annual for the profile Ref. GVAL;
- h) € 36.000,00 (thirty-six thousand/00) annual for the profile Ref. HAQA;
- i) € 18.000,00 (eighteen thousand/00) annual for the profile Ref. IAQA;
- j) € 18.000,00 (eighteen thousand/00) annual for the profile Ref. JAQA.

These amounts will be proportionally reduced for periods lower than one year.

- 5. The remuneration foreseen in the contract will be paid on a monthly basis upon presentation of a report containing the description of the activities carried out and of the objectives fulfilled.
- 6. The duly justified costs incurred during the execution of the contract will be reimbursed within the limits set for the level of director of the contracting Administration.
- 7. The place of assignment, according to the position held in the selected structure, will be Cagliari for the JTS and Valencia or Aqaba for the Branch Offices.
- 8. Travels are foreseen in the Programme cooperation area for the fulfilment of the tasks and upon request of the responsible Director or the Coordinators of the structures.
- 9. The coordinated and continuous collaboration contract will define the specific modalities for the fulfilment of the assigned tasks.

Art. 4 Criteria for the presentation of applications

The persons satisfying the following admission criteria by the deadline of this notice can submit their application:

- a) citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the EEA;
- b) possession of civil and political rights;
- c) absence of sanctions under penal law or of ongoing penal procedures;
- d) never having been deprived nor laid off from public administration and never having been deprived from a position in the public administration for having obtained it by supplying false or absolutely invalid documents;
- e) to know and accept of all the conditions contained in this notice;
- f) possession of the admission criteria corresponding to the profile for which the application is made.

Art. 5 Description of the profiles

Joint Technical Secretariat (JTS)

1 Coordinator (Ref. AJTS)

a) Main Tasks

- Coordination, organisation, management and monitoring of the JTS activities and staff
- Support the JMA in implementing the Programme strategy
- Management of the JTS support functions to the works of the Joint Monitoring Committee and of the Project Selection Committees.
- Guarantee the good financial and technical management of projects.
- Support to the JMA in reporting to the European Commission.
- Representation of the JTS in the Joint Monitoring Committee and during seminars and events linked to the Programme.



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- General coordination and monitoring of activities of the Branch Offices and of the Liaison Office of the Programme.
- Support to the JMA in the management of external services covering functions such as the set up and management of the monitoring system of the Programme and projects, the translation and interpreting, etc.
- Coordination, in liaison with the JMA, of the work of possible JTS external experts and monitoring of the progress of the tasks assigned.
- Support the JMA in the overall management of interpersonal relations, contributing to the evolution of the staff and reorganising, if considered necessary, roles or responsibilities among the JTS.
- Periodical report to the JMA on the activities implemented by the JTS.
- Management of the planning of holidays of the JTS staff, in coordination with the JMA.

b) Qualifications, experience and skills required

The candidate must have a sound knowledge of Euro-Mediterranean relations, good communication skills and good understanding of project management and of financial implications, with a career record demonstrating the necessary skills in terms of strategic vision, leadership and management of interpersonal relations.

In particular, he/she must have:

1. University degree and experience in the relevant field.
2. At least 10 years experience in management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation.
3. Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid, territorial cooperation and/or territorial development/planning systems.
4. Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme and in particular of Mediterranean Partner Countries.
5. Proven successful experience in human resources management with particular reference to international and multicultural teams.
6. Fluency in spoken and written English or French together with a good command of the other language.
7. Good command of Arabic.
8. Availability for frequent travelling.
9. Strong leadership attitude and team building capacities.
10. Computer literacy.

c) Additional relevant experience / expertise

1. Working experience in public and private international organisations.
2. Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries.

2 Project Officers (Ref. BJTS)

a) Main tasks

- Support and advise to project promoters.
- Verification of compliance of project proposals with the eligibility criteria approved by the JMC, and preparation of the documentation necessary for the evaluation of projects by the PSC.
- Support to the PSC in the assessment of the eligibility of project proposals.
- Contribution to the preparation of the Joint Monitoring Committee meetings and other relevant events.
- Support in the organisation of awareness-raising events for potential beneficiaries and training seminars for selected project partners.
- Follow-up of and support in project implementation, and relations with Beneficiaries.



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- Information to potential beneficiaries on technical and financial management of projects.
- Continuous monitoring of project implementation, including in particular the assessment of activities and financial reports.

b) Qualifications, experience and skills required

The candidate must have a sound knowledge of project cycle management.

In particular, he/she must have:

1. University degree and experience in the relevant field.
2. At least 5 years experience in management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation.
3. Excellent project management skills and full understanding of Project Cycle Management procedures and rules.
4. Knowledge of EU institutions and policies on issues related to Euro-Mediterranean relations, territorial cooperation and territorial development.
5. Fluency in spoken and written English or French together with a good command of the other language (in case of equivalent CVs, priority will be given to candidates with good command of Arabic).
6. Good writing, communication and presentation skills.
7. Computer literacy.

c) Additional relevant experience / expertise

1. Management of data bases, knowledge of monitoring procedures and systems.
2. Knowledge of main project management software.
3. Knowledge of Arabic.
4. Teamwork experience in international and multicultural environment.
5. Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries.

In order to guarantee the use of all the Programme languages, at least one of the two positions will be awarded to Arabic speakers.

2 Financial Officers (Ref. CJTS)

a) Main tasks

- Collaboration with the JMA on the definition and development of the procedures on financial management.
- Support to the JMA in the drafting of the contracts to be signed with the Project Beneficiaries.
- Information to project partners on manuals for financial project management.
- Assessment of projects financial reports.
- Verification of payment requests submitted by Project Beneficiaries.
- Monitoring of the state of progress of payment requests and, more generally, of all the financial issues related to the implementation of the Programme.
- Maintenance of the financial database of the Programme.
- Advice on eligibility of expenditures, public procurement and state aid rules, budget and partnership changes, expenditure verifications, and audit on a sample of projects.
- Collaboration with the JMA in preparing financial reports for the JMC and the European Commission.
- Presentations of financial issues during internal and external events.



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b) Qualifications, experience and skills required

The candidate must have a sound knowledge of EU financial legislation, procedures and tools, together with a good understanding of project financial management.

In particular he/she must have:

1. University degree and experience in the relevant field.
2. At least 5 years experience in financial management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation.
3. Good knowledge of EU institutions and policies as well as of administrative and financial EU procedures.
4. Budget planning, accounting and auditing skills.
5. Fluency in spoken and written English or French together with a good command of the other language (in case of equivalent CVs, priority will be given to candidates with good command of Arabic).
6. Computer literacy.

c) Additional relevant experience / expertise

1. Experience on audit and evaluation of external aid and/or EU-funded projects/programmes.
2. Knowledge of Project Cycle Management procedures.
3. Teamwork experience in international and multicultural environment.
4. Knowledge of Arabic.

1 Communication Officer (Ref. DJTS)

a) Main tasks

- Participation, in collaboration with the JMA, to the management and implementation of the Programme Information and Communication Plan.
- Contribution to the definition and implementation of the information and communication strategy of the Programme in order to ensure its promotion across the cooperation area.
- Design and production, in collaboration with the JMA, of Programme information material such as newsletters, leaflets, press releases.
- Management and update of the Programme website.
- Establishment of contacts with media in the cooperation area.
- Assist partnerships in the definition and implementation of the projects information and communication strategies.
- Organisation of information seminars.
- Contribution to the drafting of JTS activities reports for the communication component.
- Coordination, in collaboration with the Communication Manager of the JMA and with the Branch Offices and the Liaison Office, of the information and visibility activities according to the Information and Communication Plan.
- Support to the JMA in reporting to the European Commission on communication issues.
- Development of contacts and information exchange with other territorial cooperation programmes.

b) Qualifications, experience and skills required

The candidate must have a sound knowledge in communication methodologies and tools.

In particular, he/she must have:

1. University degree and experience in the relevant field.



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2. 5 years experience in management of information activities/campaigns in international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation.
3. Consolidated knowledge of EU and Mediterranean Partner Countries media environment.
4. Experience in producing information material (i.e. newsletters, etc.) and managing communication tools (i.e. websites, etc.).
5. Excellent writing, communication and presentation skills.
6. Fluency in spoken and written English or French together with a good command of the other language.
7. Good command of Arabic.
8. Computer literacy.
9. Availability for frequent travelling.

c) Additional relevant experience / expertise

1. Teamwork experience in international and multicultural environment.
2. Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries.

1 Assistant (Ref. EJTS)

a) Main tasks

- Logistic, technical and administrative support to the JTS staff, in particular regarding general correspondence, reception, relations with suppliers, archiving of documents.
- Assisting project officers in project monitoring.
- Travel and timetables organisation for the JTS staff.
- Plan holidays of staff in liaison with the JTS coordinator.

b) Qualifications, experience and skills required

The candidate must have a sound knowledge of the administrative functions of complex projects/programmes.

In particular, he/she must have:

1. Secondary education and/or university degree and experience in the relevant field.
2. Administrative skills and office management.
3. 3 years experience in administrative management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation.
4. Fluency in spoken and written English or French together with a good command of the other language (in case of equivalent CVs, priority will be given to candidates having skills in Arabic).
5. Excellent computer skills.

c) Additional relevant experience / expertise

1. Knowledge of Arabic.
2. Knowledge of main project management software.
3. Teamwork experience in international and multicultural environment.

Valencia Branch Office

1 Coordinator of the Branch Office for the Western Mediterranean (Ref. FVAL)



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a) Main tasks

- Management, coordination and organisation of the activities carried out by the Branch Office.
- Support to the JMA and the JTS in the implementation of information and communication activities addressed to the eligible local actors from the Western Mediterranean, in order to promote the opportunities offered, and to the general public, to illustrate the results and impact of the Programme.
- Participation in the organisation of the initiatives planned by the JMA/JTS, in order to favour the establishment and development of partnerships among actors from the eligible territories.
- Training addressed to potential beneficiaries on issues related to drafting and implementation of projects.
- Support to the JMA and the JTS in the evaluation and capitalisation of the Programme results as well as in their diffusion at national and local level.
- Contribution to the development of communication tools.
- Participation in the implementation of information and visibility activities contained in the information and Communication Plan, with particular reference to the organisation of seminars and to the production of publicity material.
- Support to the JMA/JTS in the drafting of annual reports and final report.
- Management of the Branch Office staff (planning holidays and workload...).
- Periodical reporting to the JMA on the activities implemented by the Branch Office.

b) Qualifications, experience and skills required

1. University degree.
2. Professional experience of at least five years in the management of international/European cooperation programmes/projects, with particular reference to external aid and/or EU funded projects/programmes, preferably on cross-border, trans-national or interregional cooperation, specifically in the Euro-Mediterranean area.
3. Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation.
4. Knowledge of EU and Mediterranean Partner Countries media environment.
5. Fluency in spoken and written English or French together with a good command of the other language.
6. Good level in at least one other language of the Mediterranean area, in particular Arabic.
7. Computer literacy.

c) Additional relevant experience / expertise

1. Polyvalence and flexibility.
2. Ability to work independently and as part of a team.
3. Networking skills.
4. Experience in international and multicultural environment.
5. Availability for frequent travelling.
6. Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Western Mediterranean area.
7. Knowledge of EU Communication and Visibility rules.
8. Skills in Spanish and general knowledge of Spanish administrative system.

1 Coordinator of the Liaison Office (Liaison Officer) (Ref. GVAL)

a) Main Tasks

- Participation in the development of communication tools for the Programme, linking with MED Programme.
- Contribution to the organisation of events and the production of information material for the two programmes.



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- Creation of a joint tool for information exchange between the two programmes.
- Elaboration of common tools in order to advice and inform the potential beneficiaries about the opportunities offered respectively by the two programmes.
- Support the JMAs to develop annual reports and final report, in particular about the effective synergies between the two programmes.
- Support to the JMAs and the JTSs in the evaluation and capitalisation of the two Programmes results as well as in their diffusion at national and local level.
- Periodical reporting to the JMA on the activities implemented by the Liaison Office.
- Development of contacts with other Mediterranean cooperation programmes, ensuring exchange of experiences and good practices.

b) Qualifications, experience and skills required

1. University degree.
2. Professional experience of at least five years in the management of international/European cooperation programmes/projects, with particular reference to external aid and/or EU funded projects/programmes, preferably on cross-border, transnational or interregional cooperation, specifically in the Euro-Mediterranean area.
3. Good knowledge of Community Regulations concerning Structural Funds.
4. Knowledge of EU and Mediterranean Partner Countries media environment.
5. Fluency in spoken and written English or French together with a good command of the other language.
6. Good level in at least one other language of the Mediterranean area, in particular Arabic.
7. Computer literacy.

c) Additional relevant experience / expertise

1. Polyvalence and flexibility;
2. Ability to work independently and as part of a team;
3. Networking skills;
4. Experience in international and multicultural environment;
5. Availability for frequent travelling;
6. Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Western Mediterranean area;
7. Knowledge of EU Communication and Visibility rules;
8. Skills in Spanish and general knowledge of Spanish administrative system.

Aqaba Branch Office

1 Coordinator of the Branch Office for the Eastern Mediterranean (Ref. HAQA)

a) Main tasks

- General management, coordination, organisation and monitoring of the activities carried out by the Branch Office in coordination with the JMA and JTS.
- Support to the JMA and the JTS in the implementation of information and communication activities addressed to the eligible local actors from the East Mediterranean, in order to promote the opportunities offered, and to the general public, to illustrate the results and impact of the Programme.
- Participation in the organisation of the initiatives planned by the JMA/JTS, in order to favour the establishment and development of partnerships among actors from the eligible territories.
- Training addressed to potential beneficiaries on issues related to drafting and implementation of projects.
- Contribution to the development of communication tools.
- Support to the JMA and the JTS in the evaluation and capitalisation of the Programme results as well as in their diffusion at local, national and regional level.



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- Participation in the implementation of information and visibility activities contained in the Information and Communication Plan, with particular reference to the organisation of seminars and to the production of publicity material.
- Support to the JMA/JTS in the drafting of annual reports and final report.
- Periodical reporting to the JMA on the activities implemented by the Branch Office.
- Management of the Branch Office staff (planning holidays and workload...).

b) Qualifications, experience and skills required

1. University degree.
2. Professional experience of at least five years in fields related to the Programme, preferably in the management of international / European cooperation programmes / projects.
3. Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation.
4. Knowledge of EU and Mediterranean Partner Countries media environment.
5. Previous participation in the implementation of at least one internationally funded programme/project.
6. Good understanding of project cycle management.
7. Very good proficiency in English and Arabic.
8. Computer literacy.
9. Availability for frequent travelling, in particular to the countries covered by the Branch Office.

c) Additional relevant experience/expertise

1. Knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Eastern Mediterranean area.
2. Excellent communication, negotiating and networking skills.
3. Proven problem-solving capabilities.
4. Knowledge of French.
5. Experience in international and multicultural environment.
6. Previous working experience within international organisations such as the European Commission will be considered as an asset.

1 Assistant to the Branch Office Coordinator (Ref. IAQA)

a) Main tasks

- Assist Branch Office staff in their day-to-day activities.
- Assist Branch Office staff in other duties necessary for the efficient implementation of the Programme as required.
- Communicate with all the potential beneficiaries and other relevant parties as required by the coordinator.
- Prepare contracts and facilitate for signatures/endorsements of contracts.
- Manage the filing system related to Branch Office activities.
- Assist in the preparation of procedures manual for the Aqaba Branch Office.
- Draft minutes of meetings as required.
- Assist in organizing all Programme events including arranging all the related venues.
- Support in drafting and publishing advertising messages related to the Programme activities.
- Provide secretarial (typing of documents, telephone duties, emails...) and logistical assistance (travel and accommodation of the staff).

b) Qualifications, experience and skills required

1. University degree.
2. At least 3 years experience in a similar position.



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3. Very good proficiency in English and Arabic.
4. Excellent social skills with abilities to work in a team.
5. Excellent computer skills.
6. Availability for travelling, in particular to the countries covered by the Branch Office.

c) Additional relevant experience / expertise

1. Knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation.
2. Knowledge of French.
3. Knowledge of Greek is considered as an asset.
4. Experience in international and multicultural environment.
5. Previous working experience with international organisations such as the European Commission is considered as an asset.

1 Branch Office administrator/accountant (Ref. JAQA)

a) Main tasks

- Responsible for the administration of Branch Office accounts and for the financial system management.
- Administration of Branch Office staff records.
- Preparation of payment requests to the JMA.
- Contribution to the drafting of JMA financial reports for the part concerning the Branch Office.
- Support to the preparation of contracts and facilitate for signatures/endorsements of contracts.
- Facilitate the financial relations with the hosting institution.

b) Qualifications, experience and skills required

1. University degree in business administration and/or accounting field.
2. At least 3 years experience in a similar position.
3. Very good proficiency in English and Arabic.
4. Excellent computer skills, with particular reference to automated accounting systems.
5. Availability for travelling, in particular to the countries covered by the Branch Office.

c) Additional relevant experience / expertise

1. Experience in international and multicultural environment.
2. Excellent social skills with abilities to work in a team.
3. Previous working experience in the financial management of international funded programmes/projects.

Art. 6 Modalities for the selection and the constitution of the ranking lists

The selection will be based on three different steps:

- 1st step: the preliminary selection of the applications received will be performed by SAM Headhunting Italy, a Company providing executives, managers and specialists search services. In particular, mandatory skills held by candidates for each profile will be assessed. Then, scores will be assigned up to a maximum of **20** points according to the criteria foreseen for each profile. In the 1st step, a ranking list will be established for each profile: the first ten candidates of each list will enter the second step.
- 2nd step: SAM Headhunting Italy will carry out phone interviews for the first ten candidates of each profile in order to establish a further ranking list by assigning new points in addition to those gained in the 1st



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step, according to the criteria foreseen for each profile and up to a maximum of **20** points. The first 5 candidates for each profile will enter the 3rd step (final Interview).

- **3rd step:** the 5 selected candidates for each profile will participate in the final interview aimed at establishing the final ranking list of candidates by assigning up to a maximum of **5** points in addition to those awarded in the previous steps.

The final interviews will be conducted by an evaluation committee established by the JMA. The evaluation committee will be composed of JMA members and representatives from the countries participating in the Programme. JMA will reimburse travel expenses to the candidates selected for the final interviews. The candidates will be noticed with a sufficient delay to get visa.

Constitution of ranking lists:

Only the candidates assessed in all the three steps will be included in the final ranking list.

- SAM Headhunting Italy will first check the possession of the admission criteria foreseen in article 4 of this notice and the formal regularity of the submitted applications and attachments and will exclude the applicants not complying with the provisions of this notice..
- A final ranking list for each profile will be established on the basis of the scores awarded in the three assessment steps up to a maximum of **45** points. The candidate with the highest score (first one in the ranking list) will be hired. For those profiles i two positions (Ref. BJTS e CJTS), the first and the second candidates in the ranking list will be hired.
- The selected candidates will be offered a collaboration contract according to art. 3, points 2 and 3. The others candidates, having taken part in the final interview of the 3rd step, will be considered eligible and will remain in the ranking list according to art. 3 of the present notice.

Points awarded per profile:

Coordinator (Ref. AJTS)	
Mandatory skills to access the selection process:	
1) University degree and experience in the relevant field.	
2) At least 10 years experience in management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation.	
3) Fluency in spoken and written English or French together with a good command of the other language.	
4) Availability for frequent travelling.	
Partial or total missing of the above-mentioned skills is reason for exclusion.	
	1st step tot. 20 points
At least 10 years experience in management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 10 years required, up to a maximum of 4 points
Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme and in particular of Mediterranean Partner Countries	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid, territorial cooperation and/or territorial development/planning systems	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Working experience in public and private international	0,5 point for each year of experience or for each



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organisations	fraction equal or superior to six months up to a maximum of 3 points
Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Proven successful experience in human resources management with particular reference to international and multicultural teams	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Computer literacy	0,5 point: intermediate level 1 point: advanced level or superior
Good command of Arabic	1 point: intermediate level 2 points: advanced level or superior
2nd step tot. 20 points	
Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 5 points
Working experience in public and private international organisations	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 5 points
Proven successful experience in human resources management with particular reference to international and multicultural teams	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 5 points
Strong leadership attitude and team building capacities	0,5 point: good 1 point: very good
Knowledge of English language	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of French language	0,5 point: intermediate level 1 point: advanced level or superior
Good command of Arabic	1 point: intermediate level 2 points: advanced level or superior
3rd step tot. 5 points	
The candidate must have a sound knowledge of Euro-Mediterranean relations, good understanding of project management and of financial implications, with a career record demonstrating the necessary skills in terms of strategic vision and projects/programmes problems solving ability.	From 0 to 5 points: evaluation committee assessment

Project Officer (Ref. BJTS)	
Mandatory skills to access the selection process:	
<p>1) University degree and experience in the relevant field.</p> <p>2) At least 5 years experience in management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation</p> <p>3) Fluency in spoken and written English or French together with a good command of the other language.</p> <p style="text-align: center;">Partial or total missing of the above-mentioned skills is reason for exclusion.</p>	
1st step tot. 20 points	
At least 5 years experience in management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 5 years required, up to a maximum of 3 points



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Teamwork experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Excellent project management skills and full understanding of Project Cycle Management procedures and rules	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Knowledge of EU institutions and policies on issues related to Euro-Mediterranean relations, territorial cooperation and territorial development	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Computer literacy	1 point: intermediate level 2 points: advanced level or superior
Management of data bases, knowledge of monitoring procedures and systems	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Knowledge of main project management software	1 point: intermediate level 2 points: advanced level or superior
Knowledge of Arabic	1 point: intermediate level 2 points: advanced level or superior
	2nd step tot. 20 points
Management of data bases, knowledge of monitoring procedures and systems	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 5 points
Knowledge of main project management software	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 5 points
Teamwork experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Good writing, communication and presentation skills	0,5 point: good 1 point: very good
Knowledge of Arabic	1 point: intermediate level 2 points: advanced level or superior
Knowledge of English	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of French	0,5 point: intermediate level 1 point: advanced level or superior
	3rd step tot. 5 points
The candidate must have a sound knowledge of project cycle management, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation and related financial implications	From 0 to 5 points: evaluation committee assessment



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Financial Officer (Ref. CJTS)	
Mandatory skills to access the selection process:	
1) University degree and experience in the relevant field. 2) At least 5 years experience in financial management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation. 3) Fluency in spoken and written English or French together with a good command of the other language. Partial or total missing of the above-mentioned skills is reason for exclusion.	
1st step tot. 20 points	
At least 5 years experience in financial management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross border, trans-national or interregional co-operation	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 5 years required, up to a maximum of 4 points
Experience on audit and evaluation of external aid and/or EU-funded projects/programmes	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Knowledge of Project Cycle Management procedures	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Teamwork experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Good knowledge of EU institutions and policies as well as of administrative and financial EU procedures	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Budget planning, accounting and auditing skills	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Computer literacy	0,5 point: good 1 point : very good
Knowledge of Arabic	1 point: intermediate level 2 points: advanced level or superior
2nd step tot. 20 points	
Experience on audit and evaluation of external aid and/or EU-funded projects/programmes	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 5 points
Knowledge of Project Cycle Management procedures	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 4 points
Teamwork experience in international and multicultural environment	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 3 points
Budget planning, accounting and auditing skills	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 4 points
Knowledge of Arabic	1 point: intermediate level 2 points: advanced level or superior
Knowledge of English	0,5 point: intermediate level



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	1 point: advanced level or superior
Knowledge of French	0,5 point: intermediate level 1 point: advanced level or superior
	3rd step tot. 5 points
The candidate must have a sound knowledge of EU financial legislation, procedures and tools, together with a good understanding of project financial management and of issues related to funds management, expenses certification, periodical auditing and reporting about the state of the project.	From 0 to 5 points: evaluation committee assessment

Communication Officer (Ref. DJTS)	
Mandatory skills to access the selection process:	
1) University degree and experience in the relevant field. 2) 5 years experience in management of information activities/campaigns in international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation. 3) Fluency in spoken and written English or French together with a good command of the other language. 4) Availability for frequent travelling. Partial or total missing of the above-mentioned skills is reason for exclusion.	
	1st step tot. 20 points
5 years experience in management of information activities/campaigns in international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 5 years required, up to a maximum of 4 points
Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Teamwork experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Consolidated knowledge of EU and Mediterranean Partner Countries media environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Experience in producing information material (i.e. newsletters, etc.) and managing communication tools (i.e. websites, etc.)	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 5 points
Computer literacy	0,5 point: intermediate level 1 point: advanced level or superior
Good command of Arabic	1 point: intermediate level 2 points: advanced level or superior
	2nd step tot. 20 points
Experience in producing information material (i.e. newsletters, etc.) and managing communication tools (i.e. websites, etc.)	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 5 points
Teamwork experience in international and multicultural environment	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 3 points
Field working experience in the Programme cooperation area with particular reference to	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months)



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Mediterranean Partner Countries	up to a maximum of 2 points
Consolidated knowledge of EU and Mediterranean Partner Countries media environment	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 4 points
Excellent writing, communication and presentation skills	1 point: good 2 points: very good
Knowledge of Arabic	1 point: intermediate level 2 points: advanced level or superior
Knowledge of English	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of French	0,5 point: intermediate level 1 point: advanced level or superior
3rd step tot. 5 points	
The candidate must have a sound knowledge in communication methodologies and tools and a consolidated knowledge of EU and Mediterranean Partner Countries media environment	From 0 to 5 points: evaluation committee assessment

Assistant (Ref. EJTS)	
Mandatory skills to access the selection process:	
1) Secondary education and/or university degree and experience in the relevant field. 2) 3 years experience in administrative management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation. 3) Fluency in spoken and written English or French together with a good command of the other language. Partial or total missing of the above-mentioned skills is reason for exclusion.	
1st step tot. 20 points	
3 years experience in administrative management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 3 years required, up to a maximum of 5 points
Teamwork experience in international and multicultural environment	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Excellent computer skills	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 5 points
Knowledge of main project management software	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Knowledge of Arabic	1 point: intermediate level 2 points: advanced level or superior
2nd step tot. 20 points	
Excellent computer skills	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 5 points
Knowledge of main project management software	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 6 points
Teamwork experience in international and multicultural environment	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months)



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	up to a maximum of 5 points
Knowledge of Arabic	1 point: intermediate level 2 points: advanced level or superior
Knowledge of English	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of French	0,5 point: intermediate level 1 point: advanced level or superior
	3rd step tot. 5 points
The candidate must have a sound knowledge of the administrative functions of complex projects/programmes.	From 0 to 5 points: evaluation committee assessment

Coordinator of the Branch Office for the Western Mediterranean (Ref. FVAL)	
Mandatory skills to access the selection process:	
1) University degree. 2) Professional experience of at least 5 years in the management of international/European cooperation programmes/projects, with particular reference to external aid and/or EU funded projects/programmes, preferably on cross-border, trans-national or interregional cooperation, specifically in the Euro-Mediterranean area. 3) Fluency in spoken and written English or French together with a good command of the other language. 4) Availability for frequent travelling. Partial or total missing of the above-mentioned skills is reason for exclusion.	
	1st step tot. 20 points
Professional experience of at least 5 years in the management of international/European cooperation programmes/projects, with particular reference to external aid and/or EU funded projects/programmes, preferably on cross-border, trans-national or interregional cooperation, specifically in the Euro-Mediterranean area	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 5 years required, up to a maximum of 4 points
Experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 point
Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the West Mediterranean area	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Knowledge of EU and Mediterranean Partner Countries media environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Knowledge of EU Communication and Visibility rules	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 1 point
Computer literacy	0,5 point: intermediate level 1 point: advanced level or superior
Good level in at least one other language of the Mediterranean area, in particular Arabic	0,5 point: intermediate level 1 point: advanced level or superior
Skills in Spanish	0,5 point: intermediate level 1 point: advanced level or superior
General knowledge of Spanish administrative system	1 point



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2nd step tot. 20 points	
Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the West Mediterranean area	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 4 points
Knowledge of EU and Mediterranean Partner Countries media environment	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 3 points
Knowledge of EU Communication and Visibility rules	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 3 points
Polyvalence and flexibility	On the average 0,5 point superior 1 point
Ability to work independently and as part of a team	On the average 0,5 point superior 1 point
Experience in international and multicultural environment	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 3 points
General knowledge of Spanish administrative system	1 point
Knowledge of Spanish	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of Arabic	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of English	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of French	0,5 point: intermediate level 1 point: advanced level or superior
3rd step tot. 5 points	
The candidate must have a sound knowledge of the Euro- Mediterranean relations and of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Western Mediterranean area, good communication skills and be familiar with project management	From 0 to 5 points: selection board assessment

Coordinator of the Liaison Office (liaison officer) (Ref. GVAL)	
Mandatory skills to access the selection process:	
1) University degree. 2) Professional experience of at least 5 years in the management of international/European cooperation programmes/projects, with particular reference to external aid and/or EU funded projects/programmes, preferably on cross-border, trans-national or interregional cooperation, specifically in the Euro-Mediterranean area. 3) Fluency in spoken and written English or French together with a good command of the other language. 4) Availability for frequent travelling.	
Partial or total missing of the above-mentioned skills is reason for exclusion.	
1st step tot. 20 points	
Professional experience of at least 5 years in the management of international/European cooperation programmes/projects, with particular reference to external aid and/or EU funded projects/programmes, preferably on cross-border, transnational or interregional cooperation, specifically in the Euro-	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 5 years required, up to a maximum of 5 points



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Mediterranean area	
Experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Good knowledge of Community Regulations concerning Structural Funds	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Knowledge of EU and Mediterranean Partner Countries media environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Knowledge of EU Communication and Visibility rules	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Computer literacy	On the average 0,5 point superior 1 point
Good level in at least one other language of the Mediterranean area, in particular Arabic	1 point: intermediate level 2 points: advanced level or superior
2nd step tot. 20 points	
Polyvalence and flexibility	On the average 1 point superior 2 points
Ability to work independently and as part of a team	On the average 0,5 point superior 1 point
Networking skills	On the average 0,5 point superior 1 point
Experience in international and multicultural environment	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 2 points
Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Western Mediterranean area	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 4 points
Good knowledge of Community Regulations concerning Structural Funds	0,5 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 3 points
Knowledge of EU Communication and Visibility rules	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) up to a maximum of 2 points
General knowledge of Spanish administrative system	1 point
Knowledge of Spanish	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of Arabic	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of English	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of French	0,5 point: intermediate level 1 point: advanced level or superior
3rd step tot. 5 points	
The candidate must have a sound knowledge of the Euro- Mediterranean relations and of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Western Mediterranean area, good communication skills and be familiar with project management	From 0 to 5 points: evaluation committee assessment



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Coordinator of the Branch Office for the Eastern Mediterranean (Ref. HAQA)	
Mandatory skills to access the selection process:	
1) University degree. 2) Professional experience of at least 5 years in fields related to the Programme, preferably in the management of international / European cooperation programmes / projects. 3) Very good proficiency in English and Arabic. 4) Availability for frequent travelling, in particular to the countries covered by the Branch Office . Partial or total missing of the above-mentioned skills is reason for exclusion.	
1st step tot. 20 points	
Professional experience of at least 5 years in fields related to the Programme, preferably in the management of international / European cooperation programmes / projects	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 5 years required, up to a maximum of 4 points
Previous participation in the implementation of at least one internationally funded programme/project	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Knowledge of EU and Mediterranean Partner Countries media environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Good understanding of project cycle management	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Computer literacy	On the average 1 point superior 2 points
Knowledge of French	1 point: intermediate level 2 points: advanced level or superior
2nd step tot. 20 points	
Knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Eastern Mediterranean area	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Excellent communication, negotiating and networking skills	On the average 1 point superior 2 points
Proven problem-solving capabilities	On the average 0,5 point superior 1 point
Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Previous working experience within international organisations such as the European Commission will be considered as an asset	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 5 points
Knowledge of Arabic	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of English	0,5 point: intermediate level



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	1 point: advanced level or superior
Knowledge of French	0,5 point: intermediate level 1 point: advanced level or superior
	3rd step tot. 5 points
The candidate must have good knowledge of the Euro-Mediterranean context, good communication skills and be familiar with project management, good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Eastern Mediterranean area	From 0 to 5 points: evaluation committee assessment

Assistant to the Branch Office Coordinator (Ref. IAQA)	
Mandatory skills to access the selection process:	
1) University degree. 2) At least 3 years experience in a similar position. 3) Very good proficiency in English and Arabic. 4) Availability for travelling, in particular to the countries covered by the Branch Office. Partial or total missing of the above mentioned skills is reason for exclusion.	
	1st step tot. 20 points
At least 3 years experience in a similar position	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 3 years required, up to a maximum of 5 points
Experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Previous working experience with international organisations such as the European Commission is considered as an asset.	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 2 points
Excellent computer skills	1 point: intermediate level 2 points: advanced level or superior
Knowledge of French	1 point: intermediate level 2 points: advanced level or superior
Knowledge of Greek is considered as an asset	1 point: intermediate level 2 points: advanced level or superior
	2nd step tot. 20 points
Knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Previous working experience with international organisations such as the European Commission is considered as an asset	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 6 points
Excellent social skills with abilities to work in a team	On the average 0,5 point superior 1 point
Knowledge of Arabic	0,5 point: intermediate level 1 point: advanced level or superior



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Knowledge of English	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of French	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of Greek	1 point: intermediate level 2 points: advanced level or superior
	3rd step tot. 5 points
The candidate must have a sound knowledge of the administrative functions of complex projects/programmes	From 0 to 5 points: evaluation committee assessment

Branch Office administrator/accountant (Ref. JAQA)	
Mandatory skills to access the selection process:	
1) University degree in business administration and/or accounting field. 2) At least 3 years experience in a similar position. 3) Very good proficiency in English and Arabic. 4) Availability for travelling, in particular to the countries covered by the Branch Office. Partial or total missing of the above mentioned skills is reason for exclusion.	
	1st step tot. 20 points
At least 3 years experience in a similar position	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 3 years required, up to a maximum of 6 points
Previous working experience in the financial management of international funded programmes/projects	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 6 points
Experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Excellent computer skills, with particular reference to automated accounting systems	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 5 points
	2nd step tot. 20 points
Previous working experience in the financial management of international funded programmes/projects	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 6 points
Experience in international and multicultural environment	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 4 points
Excellent computer skills, with particular reference to automated accounting systems	1 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 6 points
Excellent social skills with abilities to work in a team	On the average 1 point superior 2 points
Knowledge of Arabic	0,5 point: intermediate level 1 point: advanced level or superior
Knowledge of English	0,5 point: intermediate level 1 point: advanced level or superior
	3rd step tot. 5 points
The candidate must have good knowledge of financial laws, procedures and tools, with a good command of the project financial management. Knowledge of local financial institutions	From 0 to 5 points: evaluation committee assessment



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- In case of equal scores awarded, priority will be given to the youngest applicant.
- At any stage of the selection process, candidates must be able to demonstrate or provide supporting documents certifying the activities declared in the application upon request of SAM Headhunting Italy or of JMA.
- **Failure to provide the supporting documents certifying the declarations contained in the application will lead to the exclusion from the ranking list and the JMA will not proceed with the conclusion of the contract.**
- The final ranking lists will be approved by determination of the Head of the operational management Unit of the JMA.
- The final ranking lists will become immediately effective and will be published on the Programme official website www.enpicbcmmed.eu and on the website of the Autonomous Region of Sardinia www.regione.sardegna.it, in the section “Servizi al cittadino – Concorsi e Selezioni”.

Art. 7 Modalities for the presentation of applications and deadline

The applications shall be submitted in English or French using the request for participation (Annex A_EN or Annex A_FR) annexed to this notice and available on www.regione.sardegna.it/servizi/cittadino/concorsi and www.enpicbcmmed.eu.

Applications shall be sent, under penalty of exclusion, by recorded delivery mail or by private-courier service within 18.03.2010 or delivered by hand (Monday to Friday – excluding public holidays – from 8 am to 2 pm) within 2 pm of 18.03.2010, in a **closed envelope** indicating the name and surname of the sender and the wording “DO NOT OPEN - ENPI CBC Mediterranean Sea Basin 2007-2013 – public comparative procedure for profile Ref. _____ ” (indicate the number of the profile for which the application is made), to the following address:

**REGIONE AUTONOMA DELLA SARDEGNA - PRESIDENZA
AUTORITA' DI GESTIONE COMUNE DEL PROGRAMMA
“ENPI CBC BACINO DEL MEDITERRANEO 2007-2013”
VIA BACAREDDA 184, 09127 CAGLIARI - ITALY**

Applications sent (as evidenced by the postmark) or delivered by hand after the above-mentioned deadline will not be taken into consideration.

In any case, under penalty of exclusion, applications, duly sent within the deadline of 18.03.2010, shall be received by the JMA within 15 days from the above-mentioned deadline.

The JMA cannot be in any case held responsible for possible late delivery or loss of applications. Applicants shall thus take all measures to ensure the respect of the date of receipt by the JMA.

The requests for participation shall be originally signed, under penalty of exclusion.

The signature is not subject to authentication.

The following documents shall be attached to the request for participation, under penalty of exclusion:

1. CV in English or French, duly dated and signed (drafted according to the model, Annex B_EN or Annex B_FR), specifying the experience in the sector for which the application is submitted as well as the education;
2. non-authenticated photocopy of Identification Document;
3. a cover letter, duly dated and signed, briefly describing (maximum one page in French or English) the experience and qualifications requested in article 5 of the present notice.

The declarations contained in the application are subject to controls, as per D.P.R 445/2000 and successive modifications and integrations. On top of the penal sanctions foreseen by article 76 of D.P.R n. 445 of 28.12.2000 in case of false declarations, if the controls reveal that the content of the declarations is false, the concerned person will be deprived from the benefits possibly acquired.



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The non-respect of the modalities for the presentation of the applications set out in the present article will lead to the exclusion from the selection.

Art. 8 Treatment of personal data

According to the D.Lgs. 196/2003, the data submitted in the framework of this notice will be collected and used only for the purpose of the selection procedure as well as for the management of the possible coordinated and continuous collaboration contracts resulting from this notice. The transmission of personal data is mandatory for the comparative assessment of the applications, under penalty of exclusion.

Art. 9 Publication of the notice and results of the selection

This notice is elaborated in Italian, English and French and published on the official website of the Programme www.enpicbmed.eu (only in English and French) and on the website of the Autonomous Region of Sardinia www.regione.sardegna.it, in the section « Servizi al cittadino – Concorsi e selezioni », in Italian, English and French. The results of the procedure will be published on these two websites. In case of differences among the three versions, the Italian version prevails.

Art. 10 Various and final provisions

The JMA reserves the right to modify, extend, suspend or revoke entirely or partially this notice. The participation in the selection procedure involves the implicit and unconditional acceptance of the provisions of this notice.

For any further information, please contact the JMA by telephone +39 070 606 2482, Fax +39 070 400 359 or by e-mail: enpi.med@regione.sardegna.it.

**The Head of the
Operational Management Unit**

Anna Paola Mura