



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 **n. 1 Financial Officer** for the Joint Technical Secretariat (JTS)  
of the 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. 75 of October 29<sup>th</sup>, 2010 communicates that a selection is launched for the recruitment of the following profile:

Structure	Location	Job description	n. of positions	Ref.
Joint Technical Secretariat	Cagliari(IT)	Financial Officer	1	(CJTS)

The publication of this notice, the participation to the selection and the constitution of the short list 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 itself 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 from the state of advancement of the procedure, without any right for the concerned candidates to obtain compensations or indemnities 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

- Support the JMA with the secretarial and logistic functions of the Joint Monitoring Committee (JMC) and the Projects Selection Committees (PSC) activities, through the preparation and submission of documents, drafting of minutes and implementation of JMC decisions.
- Support 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 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 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 with manuals and forms in the different languages adopted by the Programme to submit 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 as far as the content of calls for proposals, deadlines and procedures are concerned;
- 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 possible projects amendments.

### **Art. 3 Features of the collaboration**

1. The ranking list, related to the advertised position, 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 the 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 contract for the JTS position, based in Cagliari, according to the applicable Italian tax and social security laws.
3. The annual gross salary, including all taxes and pension contribution to be paid by both the contractor and the contracting administration, is established at a maximum of € 62.500,00 per year (sixty-two thousand five hundred/00). This amount will be proportionally reduced for periods lower than one year.
4. 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.
5. 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.
6. The place of assignment will be Cagliari.
7. 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.



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8. 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 advertised profile.

#### **Art. 5 Description of the profile - 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.

##### 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:



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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.

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

The selection will be based on two different steps:

- **1<sup>st</sup> step:** the preliminary selection of the applications received will be performed by an internal Commission of the JMA. In particular, mandatory skills held by candidates for the profile will be assessed. Then, scores will be assigned up to a maximum of 20 points according to the criteria foreseen for the profile. In the 1<sup>st</sup> step, a ranking list will be established for each profile: the first 5 candidates of each list will enter the second step.
- **2<sup>nd</sup> step:** the 5 selected candidates for the profile will participate to 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 step. 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 of the countries participating in the Programme. The JMA will reimburse travel expenses to the candidates selected for the final interviews. The candidates will be noticed with a sufficient advance to get visa.

**Constitution of ranking lists:**

- Only the candidates assessed in all the two steps will be included in the final ranking list.
- A final ranking list will be established on the basis of the scores awarded in the two assessment steps up to a maximum of 25 points. The candidate with the highest score (first one in the ranking list) will be hired.
- The selected candidate will be offered a collaboration contract according to art. 3, points 2 and 3. The others candidates, having taken part in the final interview (2<sup>nd</sup> Step), will be considered eligible and will remain in the ranking list according to art. 3 of the present notice.



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**Points awarded - Financial Officer (Ref. CJTS):**

<b>Mandatory skills to access the selection process:</b>	
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.	
<b>Partial or total missing of the above-mentioned skills is reason for exclusion.</b>	
<b>1<sup>st</sup> step tot. 20 points</b>	
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
<b>2<sup>nd</sup> step tot. 5 points</b>	
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

- 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 the 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.**



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- The final ranking list 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](http://www.enpicbcmmed.eu) and on the website of the Autonomous Region of Sardinia [www.regione.sardegna.it](http://www.regione.sardegna.it), in the section "Servizi al cittadino – Concorsi e Selezioni".
- The candidate shall have or be able to obtain the appropriate work permit in order to work in Italy.

#### **Art. 7 Submission of applications and deadline features**

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](http://www.regione.sardegna.it/servizi/cittadino/concorsi) and [www.enpicbcmmed.eu](http://www.enpicbcmmed.eu).

Applications shall be sent, under penalty of exclusion, by recorded delivery mail or by private-courier service within **November 22<sup>nd</sup>, 2010** or delivered by hand (Monday to Friday – excluding public holidays – from 8 am to 2 pm) **November 22<sup>nd</sup>, 2010 at 2 pm** in a **closed envelope** indicating the name and surname of the sender and the words "DO NOT OPEN - ENPI CBC Mediterranean Sea Basin 2007-2013 – public comparative procedure for profile Ref. CJTS", 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 **November 22<sup>nd</sup>, 2010** shall be received by the JMA within 15 days from the above-mentioned deadline.

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

#### **The requests for participation shall be signed in original, 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 relevant experience for the advertised profile as well as the education background;
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.

#### **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 process.**



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#### **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.enpicbcmmed.eu](http://www.enpicbcmmed.eu) (only in English and French) and on the website of the Autonomous Region of Sardinia [www.regione.sardegna.it](http://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.management@regione.sardegna.it](mailto:enpi.management@regione.sardegna.it).

**The Head of the  
Operational Management Unit**

Anna Paola Mura