

COURTESY TRANSLATION OF THE PUBLIC SELECTION NOTICE

Interreg IPA CBC Italy-Albania-Montenegro 2014/2020

N. 2 positions for the Joint Secretariat (JS)

WARNING:

THIS IS A COURTESY TRANSLATION, I.E. ONLY THE ORIGINAL VERSION OF THE NOTICE IN ITALIAN LANGUAGE IS LEGALLY BINDING: [Bollettino Ufficiale della Regione Puglia n° 108 del 06/10/2022](#)

General objectives of the selection

The Managing Authority (MA) established the Joint Secretariat (JS) of the Interreg IPA CBC Italy-Albania-Montenegro 2014/2020 Programme, adopted with implementation decision C9491 on 15/12/2015; the Secretariat is based in Bari. In accordance with Article 23 of the ETC Regulation (EU) 1299/2013, the Joint Secretariat "assists the Managing Authority and the Supervisory Committee in carrying out their respective functions. The Technical Assistance also provides potential beneficiaries with information regarding funding opportunities under the Cooperation Programmes, also assisting the beneficiaries in the implementation of the operations".

The JS is composed of an international, specialized and operational staff, with experience and thematic, managerial and financial skills related to the management of the Programme and its implementation.

Given the need to hire 2 professionals to supplement the Secretariat, the Managing Authority issues a public notice for the selection of 2 experts to whom to entrust the tasks of: **1 Financial Officer and Trainer** (financial profile with specific tasks of training and strengthening the financial skills of beneficiaries and controllers) and **1 Financial Simplification Officer** (financial profile with tasks of coordinating simplified cost options and administrative simplification checks); the selection will be made through the comparison between curricula and a subsequent interview, in order to verify the skills of the candidates, necessary to carry out the activities envisaged for the aforementioned positions, in accordance with the Italian legislation on the types of admissible contracts for the public sector - Regions and Local Authorities.

The remuneration will be charged to the resources allocated for the "Technical Assistance" project of the Programme, Axis V.

The Programme aims to allow regional and local stakeholders to exchange knowledge and experience, develop and implement pilot actions, test the feasibility of new policies, products and services, and support investments in the sectors identified by the Programme. The eligible area covers for Italy, the entire territory of the Puglia and Molise Regions and the entire territory of the Republic of Albania and the Republic of Montenegro. The Programme is co-financed by the Pre-Accession Instrument (IPA) and makes use of a total budget of Euro 92,707,558.00.

Art. 1 - Object of the assignments

The professionals sought must provide, within and in coordination with the other members of the Joint Secretariat, technical support to the Programme Managing Authority and to the National Authorities, aimed at achieving the objectives of the Programme and while implementing improvement actions for the ' optimization of the activities carried out by the beneficiaries of the Programme itself, as well as by the aforementioned Authorities.

The assignments also consist in qualified specialist assistance to the Managing Authority and to the National Authorities for the analysis with advanced methodologies of the territorial impacts of the Programme, as well as of the other instruments of cohesion policies in the Programme territory, and for the consequent identification of specific functional innovation initiatives.

The selected experts will also have to contribute to the elaboration of actions aimed to improve the organizational structures and control systems put in place by the partner countries for the implementation of the Programme.

Art.2 - Activities envisaged by the assignments

The experts in charge will have to carry out the following activities:

No. 1 "Financial Officer and Trainer" position

The expert who holds the role of Financial Officer and Trainer will carry out the following tasks and activities:

- plans, develops the contents, implements and follows up on regular training activities, aimed at strengthening the financial skills of the beneficiaries and national controllers, making use of both internal and external resources for this purpose;
- in coordination with the other members of the Managing Authority (MA) and the Joint Secretariat (JS), develops and implements measures aimed at ensuring high levels of quality and effectiveness of management verifications (controls), in the various phases of: a) selection of controllers, b) FLC accreditation / clearance procedures, c) control of the quality of the work of the controllers, both on-desk and on-the-spot in accordance with the Programme procedures;
- in coordination with the other members of the MA and the JS and, if necessary, in coordination with the Audit Authority, develops the necessary procedures and implements any corrective measures in the event of systemic inefficiencies relating to management verifications, identified by Programme authorities, by the European Commission and the Italian and European Courts of Auditors;
- draws up and contributes to drawing up the financial parts of the manuals and Programme procedures, including all the information materials necessary for the correct reporting and financial management of the operations;
- manages, in coordination with the other officers of the JS, the selection phase of project proposals, assisting candidates and assessing project proposals, starting from the definition of the selection procedures, up to the decision on funding;
- together with the other officers of the JS, manages the start-up, implementation and closure phase of operations (projects), monitoring their physical and financial progress and providing the necessary support to the beneficiaries;
- together with the other officers of the JS, develops and implements measures to mitigate the risk of error, irregularity, fraud and automatic decommitment;
- in coordination with the members of the MA and the JS, takes care of regular meetings and visits with beneficiaries and national authorities, in particular the beneficiaries and the National Authorities of their country of the Programme area;
- supports the other members of the MA and the JS in the financial closure of the operations and of the 2014-2020 Programme;
- in coordination and together with the other Financial Officers of the JS, it carries out the following activities: monitoring the Programme budget, the progress of payment requests and, in general, the related financial matters; management of reimbursement requests and internal quality control of financial flows to support the MA , both for the Programme and for technical assistance expenses; assistance to the other bodies of the Programme (Monitoring Committee, National Authorities, National Controllers and National Info Points); assistance to the heads of the MA in the management of budget chapters, payments and all financial activities necessary for the management of the Programme; support to the Audit Authority and to the MA officer with accounting function; support in the organization of information and promotional events relating to the Programme; elaboration of financial reports and support to the MA in carrying out its duties regarding specific financial issues that could arise during the implementation of the Programme; support to the MA and the JS staff in reporting activities to the Monitoring Committee with reference to the financial issues of the Programme; support for the management of the electronic

monitoring system with reference to financial matters, coordinating with the other members of the MA and JS;

- in order to carry out the aforementioned tasks and activities in the most effective and coordinated manner, it ensures the presence and participation in the required and necessary coordination meetings.

N. 1 Position "Financial Simplification Officer "

The expert who covers the role of Financial Simplification Officer will carry out following duties and activities:

- plans, implements and coordinates the necessary management verifications of simplified costs, both on-desk and on-the-spot and on a sample basis, of the financed operations, making use of both internal and external resources for this purpose;
- together with the MA and in coordination with the other members of the JS, develops cost analyzes, in order to ensure the correctness of the simplified cost calculation methodologies, also developing procedures and guidelines relating to simplified costs, for the implementation, management, verification and audit of the same, as well as implementing training measures for beneficiaries, controllers and audits on the application and verification of simplified costs;
- analyzes the administrative procedures of the Programme and of the operations, proposing optimization and efficiency measures, with the aim of reducing the administrative burdens for the Programme authorities and the final beneficiaries of the financed operations;
- draws up and contributes to drawing up the financial parts of the manuals and Programme procedures, including all the information materials necessary for the correct reporting and financial management of the operations;
- manages, in coordination with the other officers of the JS, the selection phase of project proposals, assisting candidates and assessing project proposals, starting from the definition of the selection procedures, up to the decision on funding;
- together with the other officers of the JS, manages the start-up, implementation and closure phase of operations (projects), monitoring their physical and financial progress and providing the necessary support to the beneficiaries;
- together with the other officers of the JS, develops and implements measures to mitigate the risk of error, irregularity, fraud and automatic decommitment;
- in coordination with the members of the MA and the JS, it takes care of regular meetings and visits with beneficiaries and national authorities, in particular the beneficiaries and the National Authorities of their country of the Programme area;
- supports the other members of the MA and the JS in the financial closure of the operations and of the 2014-2020 Programme;
- in coordination and together with the other Financial Officers of the JS, it carries out the following activities: monitoring the Programme budget, the progress of payment requests and, in general, the related financial matters; management of reimbursement requests and internal quality control of financial flows to support the MA, both for the Programme and for technical assistance expenses; assistance to the other bodies of the Programme (Monitoring Committee, National Authorities, National Controllers and National Info Points); assistance to the heads of the MA in the management of budget chapters, payments and all financial activities necessary for the management of the Programme; support to the Audit Authority and to the MA officer with accounting function; support in the organization of information and promotional events relating to the Programme; elaboration of financial reports and support to the MA in carrying out its duties regarding specific financial issues that could arise during the implementation of the Programme; support to the MA and the JS staff in reporting activities to the Monitoring Committee with reference to the financial issues of the Programme; support for the management of the electronic monitoring system with reference to financial matters, coordinating with the other members of the MA and JS;
- in order to carry out the aforementioned tasks and activities in the most effective and coordinated manner, it ensures the presence and participation in the required and necessary coordination meetings.

Art. 3 - Eligibility requirements for the selection

For admission to the selection referred to in this Notice, the candidates concerned must fulfil, at the date of submission of the application, the following requirements:

- citizenship of one of the Member States of the European Union, or of Albania or Montenegro with a residence / work permit in Italy;
- enjoyment of civil and political rights;
- not having received criminal convictions and not being the recipients of prevention or security measures, or of civil decisions and administrative measures registered in the criminal record;
- not to be in situations of incompatibility or conflict of interest, even if only potential, with the activities of the Puglia Region and the Programme (Declaration pursuant to articles 46 and 47 of Presidential Decree 445/2000 and Declaration for the assignments with the Puglia Region);
- PhD, Master or Magister degree in Economics and / or economic sciences, Law or equivalent. If the degree was obtained in a non-EU country, this must be officially recognized in accordance with current legislation;
- mother-tongue or C1 level of Italian, which may also be assessed with written and / or oral tests by the Selection Committee;
- excellent knowledge of English (level B2 or equivalent), which may also be assessed with written and / or oral tests by the Selection Committee;
- 3 years of work experience in assisting the administrative, accounting, financial management and reporting or verification of operations financed within the ETC (European Territorial Cooperation) - Interreg and / or within operations financed by the ESI Funds (European Structural and Investments);
- computer skills (Office, Open Office, Internet), which may also be assessed with practical tests by the Selection Commission.

The candidate must submit a self-declaration certifying that he/she meets the aforementioned requirements and only candidates, who meet the eligibility requirements, will be admitted to the assessment of qualifications and professional experience based on the CV and interview.

It should be noted that, at any stage of the selection process, candidates may be required to provide documentation proving what has been declared by self-certification in Annex 1 of the Public Notice and in the attached CV.

Art. 4 – Assessment procedure

The assessment procedure will be structured and will take place as follows.

A. Verification of the eligibility requirements pursuant to art. 3 of the Notice.

Only candidates who meet the eligibility criteria will be admitted to the subsequent stages of assessment.

The assessment of the eligibility requirements will be carried out by the Joint Secretariat and Managing Authority (*the results of the verification of the eligibility criteria will be published exclusively in the "Competitions" section of the official website of the Puglia Region: www.regione.puglia.it*).

The assessment of the candidates who pass the admissibility phase will take place as follows, while assigning a maximum score of 100 points defined by the sum of the score given to each candidate on the basis of the assessment of qualifications and experience with the score given on the basis of the technical and behavioral interview:

B. Assessment of qualifications and experience based on CV (max. 40 points)

EDUCATION AND TRAINING	MAX SCORE
Degree of relevance with respect to the tasks to be carried out, of the post-graduate career: Doctorate and master, lasting at least 3 years and 1 year respectively	5
PROFESSIONAL EXPERIENCE	
- Degree of relevance with respect to the tasks to be performed of work experience as manager of accounting / administrative and budget management in public bodies or public law, especially at the ETC / SIE Management Authority; Degree of relevance with respect to the tasks to be performed of work experience as head of verification, control, auditing, auditing at public bodies or public law, especially at the ETC / SIE Audit Authority, as well as teaching and professional training	35

experiences with adults; - Degree of knowledge of Albanian and Montenegrin languages and respective public administrative practices.	
TOTAL MAX.	40 points

C. Technical and behavioral interview (max. 60 points)

The technical and behavioral interview, to which a maximum score of 60 points is assigned, will focus on the following thematic areas:

- EU institutions and policies, in particular cohesion policy, with specific reference to European Territorial Cooperation and the IPA II pre-accession assistance instrument; Financial and implementing regulations of the EU (in particular, ERDF, ETC and IPA II);
- Knowledge of the national financial and budgetary regulations of the IPA partner states;
- National and European legislation on state aid and public procurement;
- Financial management and control systems of the CTE and IPA Programmes;
- Ability to problem solving ;
- Ability to work in a team;
- Work experience in an international and multicultural environment;
- Knowledge of the English language;
- Knowledge of the Italian and / or Albanian and / or Montenegrin language;
- Knowledge of Albanian and / or Montenegrin public administrative practices;
- Computer skills (MS Office, including Excel, PowerPoint - or Open Office equivalent - DBMS and project management tools, Internet applications).

The date and time of the technical and behavioral interview will be published exclusively in the "Competitions" section of the official website of the Puglia Region: www.regione.puglia.it

The interview will take place in Bari, at the Puglia Region - Economic Development Department, c.so Sonnino 177 - 70121.

The final score (max. 100 points), reported in the final ranking, will consist of the sum of the score obtained in the previous sub B) and sub C) and will be published exclusively in the "Competitions" section of the official website of the Puglia Region: www.regione.puglia.it

If two or more candidates obtain the same score in the final ranking, priority will be given to the younger candidate.

A Selection Commission will be appointed by the Managing Authority, in collaboration with the Partner Countries of the Programme, for the assessment of CVs and for the interview. An institutional representative of Albania and Montenegro respectively may take part in the interview phase only in case of presence of candidates of Albanian and / or Montenegrin citizenship.

The successful candidate of the selection procedure will be required to expressly confirm in writing the acceptance of the assignment within ten calendar days from the date of receipt of the request by the Managing Authority. In any case, it reserves the right not to proceed with the signing of the contract if the conditions of this selection procedure are no longer considered valid.

Art. 5 - Presentation of the candidacy dossier

The application dossier must include.

- The application form, written in English, duly filled in, dated and signed (See "Attachment 1");
- A Curriculum Vitae in Europass format, written in English, duly signed and dated (*Please include the declaration of awareness about the legal consequences in case of false declarations under current Italian*

law, Presidential Decree 445/2000 ¹, together with the privacy clause - pursuant to Legislative Decree 196/2003 and the authorization to process personal data ²) with specific reference to the exact dates of professional experience, employers and description of the assignment and functions, **with evidence of the current professional appointments in place at the date of submission of this application with specific indication of the duties performed**, as well as any knowledge of Albanian and Montenegrin languages and respective public administrative practices;

- Copy of a valid identity document (e.g. passport / identity card).

The signature on the application form (Attachment 1) is equivalent to full acceptance of the provisions contained in this Public Notice and related attachments. **The curriculum vitae without the signature will not be assessed.**

All documents must be written in English under penalty of exclusion from assessment.

The **application dossier** can be sent in paper format (delivered by hand, registered mail or by courier) or electronically (exclusively by certified mail - PEC).

In case of presentation in paper format, the application dossier must be sent, in a sealed envelope, to the following address:

Puglia Region - Managing Authority of the Interreg IPA CBC Programme ITALY ALBANIA MONTENEGRO - c / o Economic Development Department - Corso S. Sonnino, 177 - 70121 Bari (Italy)

The envelope containing the application dossier must clearly indicate: "**Interreg IPA CBC Programme ITALY ALBANIA MONTENEGRO 2014/2020 - Notice of public selection for n. 2 positions for the Joint Secretariat - Position "..... . " Surname and name of the candidate and his / her address "**".

Candidates may submit their candidacy for one or both positions.

In case of electronic submission by certified mail (PEC), the application dossier must be sent to the following certified email address: adginterreg.it.al.me@pec.rupar.puglia.it

Specifically, documents sent electronically must be in PDF format only and must be named as follows:

- *Surname and name* - application form;
- *Surname and name* - identity document;
- *Surname and name* - CV.

The subject of the certified mail must include: "**Programme Interreg IPA CBC ITALIA ALBANIA MONTENEGRO 2014/2020 - Notice of public selection for n. 2 positions for the Joint Secretariat - Position "..... . " Surname and name of the candidate "**".

Applications must be received no later than 15 calendar days from the publication of this Notice in the Official Bulletin of the Puglia Region.

If the deadline falls on a public holiday (Sunday or other annual holidays), the deadline is extended to the first following working day.

In case of sending the application dossier in paper version, a stamp of the Puglia Region on its transposition will certify the date of arrival.

¹ I declare - under my responsibility on the basis of the Italian law DPR 445/2000, and aware of the legal consequences in case of false declarations - that what is written corresponds to reality.

² I authorize the processing of my personal data pursuant to art. 13 of the Legislative Decree no. 196 of 30.06.2003 , as amended by Legislative Decree no. 101 of 10 August 2018, and of art. 13 of the GDPR - EU Regulation 2016/679, for the purposes of personnel research and selection.

In case of sending the application dossier in electronic format through the certified mail address (PEC), the sender will receive a confirmation of receipt message certifying the exact date and time of delivery.

In any case, applications received after the above deadline or through procedures other than those indicated, even for reasons not dependent on the candidate, will not be admitted.

The Puglia Region assumes no responsibility for non-receipt of applications and subsequent communications due to: incorrect address provided by the candidate; lack or delay in communicating changes to the address indicated in the application by the candidate; any errors or delays on the part of telematic services, by third parties, causality or force majeure.

Art. 6 - Type, duration and conditions of withdrawal from the contract

The Managing Authority will entrust the tasks to the selected candidates by signing a self-employment / free-lance contract, whose effectiveness will start from the day following its publication in the "Transparent Administration-Consultants and Collaborators" section of the official website of the Puglia Region www.regione.puglia.it

The contract will last until 31 December 2023, but is subject to the following withdrawal conditions:

- The Managing Authority reserves the right to justifiably withdraw from the contract, at any time, with a notice of at least 30 days to be communicated by certified e-mail, paying the employee the remuneration determined in proportion to the period of work performed;
- The collaborator may withdraw from the contract in advance with at least 30 days' notice to be communicated by certified e-mail and in this case the remuneration to be paid will be determined in proportion to the period of work performed; in the event of failure to comply with the notice period, a deduction equal to 15% of the amount due will be applied to the collaborator as a penalty.

Furthermore, the continuation of the contracts until the end of the Programme is subject to an annual check of the contribution provided by the expert in charge and of the progress of the Programme; in the event of an unsatisfactory outcome of this verification, the Programme Management Authority has the right to terminate the contractual relationship.

The renewal of contracts is allowed within the terms and in the manner provided by the relevant provisions of the national and regional law, in force on the expiry date of the contracts. In any case, the Managing Authority reserves the right not to renew the contracts at its sole discretion.

Art. 7 - Contractual and economic treatment

The assignment object of the contract must be carried out, without any subordination employee constraints, with full autonomy by the expert in charge both with regard to the definition and organization of the methods of execution of the service and with reference to the time and place of work.

However, since the Joint Secretariat is a multinational body and its members have to provide direct support to the Managing Authority and to the other Programme Authorities and in consideration of the workload assigned, the experts in charge must ensure and agree with the MA their adequate presence at the headquarters of the Secretariat.

The following all-inclusive gross annual remuneration will be paid to the appointed experts; only the supplementary social security contribution of 4%, if requested and due, and the VAT, if due according to the tax regime due to the collaborator, will be paid in addition by the Managing Authority:

- **"Financial Officer and Trainer" position** : Euro 45,000.00 (forty-five thousand);
- **Position "Financial Simplification Officer "** : Euro 45,000.00 (forty-five thousand).

The payment of the remuneration will be made in installments on a quarterly basis, subject to the transmission

by the appointee to the Managing Authority of a report on the activities carried out in the quarter; within 5 working days (excluding Saturday) from the receipt of the quarterly report, the MA may request additions or clarifications from the expert in charge who is required to provide them. Once the aforementioned term of 5 days has elapsed or after the transmission of the additions and clarifications, the expert in charge can send a specific electronic invoice for the services provided during the quarter, which the MA will settle according to the methods and times provided by art. 1 of Legislative Decree n. 192/2012.

The assignment may include frequent trips inside and outside the Programme area. The missions in Italy and abroad of the experts in charge must be previously authorized by the Director of the MA, after consulting the Coordinator of the JS, and will be organized at the total care and expense of the collaborator; the costs incurred will be reimbursed within the limits established by the internal regulations of the Puglia Region and the reimbursements, which will be detailed and requested in the aforementioned quarterly report, are to be considered separately from the annual remuneration referred to above.

Art. 8 – Advertising

This public selection notice is published in the Official Bulletin of the Puglia Region, on the official website of the Puglia Region www.regione.puglia.it, on the official website of the Programme, on the institutional website of INTERACT and on the websites of the Programme Partner Countries.

Art. 9 - Legal references

For anything not expressly provided for in the Public Selection Notice, please refer to the Italian legislation in force.

Art. 10 - Treatment of personal data

The data, information and any other element acquired with the application will be used by the Puglia Region exclusively for the purposes of this selection, ensuring the security and privacy of the data even when processed by automatic and / or manual means, pursuant to Legislative Decree 196/2003 , as amended by Legislative Decree no. 101 of 10 August 2018, and of art. 13 of the GDPR - EU Regulation 2016/679.

Art. 11 - Head of the procedure

The person in charge of the procedure is _____, PO officer of the MA (for information: e-mail ; tel. +39 080 _____).