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**JOINT MANAGING AUTHORITY OF THE 2007-2013 ENPI CBC
MEDITERRANEAN SEA BASIN PROGRAMME**

OPERATIONAL MANAGEMENT UNIT

PUBLIC NOTICE

for the constitution of four ranking lists for the awarding of coordinated and continuous collaboration contracts within the framework of the Joint Technical Secretariat (JTS) of the ENI CBC Mediterranean Sea Basin Programme 2014-2020

Article 1 - Subject of the notice

In accordance with the determination No. 1887/149 of 20/09/2016, the Joint Managing Authority (JMA) of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013, launches a comparative public procedure for the constitution of 4 ranking lists to be used for the awarding of professional mandates (coordinated and continuous collaboration) concerning the following profiles within the Joint Technical Secretariat (JTS) of the ENI CBC Mediterranean Sea Basin Programme 2014-2020.

PROFILE	REFERENCE
1. JTS coordinator (1 unit)	Ref. A- JTS
2. Assistant (1 unit)	Ref. B-JTS
3. IT officer (1 unit)	Ref. C-JTS
4. Audit and Finance officer (1 unit)	Ref. D-JTS

Based on his/her experience and skills, a same candidate can submit an application for several profiles provided that he/she indicates its preferred option in case of selection for more profiles.

The publication of this notice, the conduction of the procedure and the constitution of the final ranking lists do not create any obligation for the regional administration to proceed with the conclusion of contracts and do not open rights for the applicants to be awarded contracts by the regional administration.

The regional administration has the right to suspend, modify and cancel this procedure at any time and independently of its state of advancement and, in any case will proceed with the conclusion of the contracts exclusively on the basis of the real needs of implementation of the Programme, without giving the right to the concerned persons to obtain any compensation or indemnity from the administration.

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Contracts will be signed according to the Italian legislation in force concerning the selection procedure and the type of contract.

Article 2 - General functions of the Joint Technical Secretariat

The JTS provides technical and administrative assistance in the daily management of the Programme's activities. In particular, it will perform two types of functions.

- supporting functions to assist the MA and other Programme's bodies,
- direct functions in coordination with the MA.

Support and assistance functions

These are support functions to the MA, Joint Monitoring Committee (JMC), Audit Authority (AA) and any other relevant Programme's body in carrying out their respective tasks.

In particular the JTS will provide support in the implementation of the following activities

- carrying out the secretariat and logistics functions of the JMC, of the AA and of the Group of Auditors, including the preparation and submission of documents and drafting minutes;
- drafting annual reports (including the final report) to be submitted to the JMC and the European Commission for approval;
- drafting the application pack of the calls for proposals, including the Grant Contract and annexes to be approved by the JMC;
- assisting the MA with the tasks of the chairperson and secretary of the Project Selection Committee;
- managing services and ensuring functions related to IT management and the information systems of the Programme and projects;
- assisting the MA and the Branch Offices in the organisation of events, both at Programme and at national level (including Programme launching, call launching and events for project beneficiaries);
- contributing to the evaluation of project proposals by carrying out the administrative and eligibility checks on the proposals received;
- carrying out technical and financial negotiation of grant contracts;
- ensuring capacity building of project beneficiaries and their auditors;
- assisting the MA in procedures for payment to project beneficiaries, including examination of interim and final reports;
- examining requests for modification of contractual conditions of projects;
- assisting the MA in project monitoring, including on-the-spot visits.

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Functions directly carried out by the JTS

These are functions directly carried out by the JTSD under the coordination of the MA.

- preparing questions and answers during calls for proposals;
- preparing a manual on project implementation and updating that manual;
- assisting beneficiaries in the implementation of projects and constantly updating the project monitoring system;
- examining and finalising minor modifications proposed by the project beneficiaries during project implementation.

Indicative structure of the JTS



Article 3 - Funding

The costs related to the above-mentioned coordinated and continuous collaboration contracts will be covered, pending the transfer of the first pre-financing of the ENPI CBC Med Programme 2014-2020, by the dedicated resources foreseen in the Technical Assistance budget of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013 (European Union resources – Commission Implementing Regulation 897/2014 - Commission Implementing Decision C(2015)8619 of 07/12/2015 – Decision of regional government of Sardinia No 8/9 of 19.02.2016).

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Article 4 - Profile description: functions and mandatory requirements

PROFILE REF. A - JTS: COORDINATOR

• 1) Functions

He/she is in charge of coordinating the JTS staff (IT officer, audit and financier officer, senior and junior thematic officers) involved in the daily management of projects, including technical, financial and communication aspects. He/she also ensure the coordination of the JTS with the MA and the other Programme bodies (JMC, AA) and will report on the work carried out.

Main responsibilities include:

General programme management support

- drafting and updating the project management guidelines;
- supporting the MA in managing of services related to the projects such as ensuring functions related to the selection procedure, monitoring system of the Programme and projects (supporting the MA in the development of the monitoring system by providing templates for reporting, budget shifts etc.);
- attending the JMC meetings and presenting the documents prepared by the JTS officers;
- assisting the MA in the project monitoring, including on-the-spot visits;
- attending coordination meetings with the MA and other bodies in order to find appropriate solutions to improve the management and control systems with regards to project implementation;
- providing info to the MA, to the Audit Authority and to the JMC upon their request or in the event of specific queries coming from other Programme bodies;
- ensuring coordination with National Contact Points (NCP) for all JTS activities where they are involved;
- any other specific Programme management task delegated by the MA;

Supervision of the JTS team

- distributing the workload among the team, monitoring and reporting to the MA on the team activities;
- setting up checklists and circuits to ensure that the JTS responsibilities are fully respected and traceable and deadlines are met by the team
- coordinating the day-to-day work of the JTS officers, ensuring a smooth implementation of activities and meeting of the deadlines;

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- managing the team by providing motivation, solutions to overcome the day-to-day difficulties and problematic issues which may arise.

Horizontal tasks

- Solving specific issues arising during project implementation;
- Representing the JTS in public events and conferences;
- Ensuring proper communication and visibility of the funded projects and participation to thematic clusters and capitalization activities.

• 2) Mandatory requirements: qualifications, experience and skills

Candidates having the following the minimum mandatory requirements by the deadline of the present notice can submit their applications:

- a level of education corresponding to completed university studies attested by a diploma;
- at least 10 years of proven experience in management of international cooperation programmes/projects and/or EU cooperation projects financed by the external aid instruments or European projects financed by European Territorial Cooperation cross-border, trans-national or inter-regional programmes;
- at least 7 years of proven experience in management of EU cooperation programmes/projects in the Mediterranean area;
- good knowledge of EU institutions as well as of EU and international policies in the fields of Euro-Mediterranean relations, external aid, European territorial cooperation (EU Regional Policy);
- good knowledge of the institutional, economic and socio-cultural context of the Mediterranean Partner Countries¹;
- good knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013, as well as of the new European Neighbourhood Instrument ENI 2014-2020;
- excellent project management skills;
- proven experience in managing processes and in coordinating human resources;
- excellent communication and presentation skills;

¹ According to Regulation (EU) No 232/2014 of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument, Mediterranean Partner Countries include: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco occupied Palestinian territory (oPt), Syria, Tunisia.

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- knowledge of written and spoken English and French corresponding to the C1 level of the Common European Framework of Reference for Languages or equivalent²;
- computer literacy.

PROFILE REF. B - JTS: ASSISTANT

• 1) Functions

He/she will support the coordinator in all necessary activities in order to ensure the coordination and running of the JTS operations.

Main tasks and activities to be carried out include:

- performing secretarial and administrative tasks related to the activities of the JTS;
- arranging for JTS staff missions and reporting of their costs;
- supporting the MA and JTS staff in the organization of events;
- handling correspondence and taking minutes of meetings as required;
- managing calendar, appointments and incoming calls;
- ensuring support to the project management such as sending and recording official correspondence, archiving etc.

• 2) Mandatory requirements: qualifications, experience and skills

Candidates having the following the minimum mandatory requirements by the deadline of the present notice can submit their applications:

- secondary education diploma or equivalent degree;
- administrative office management skills;
- at least 3 years experience of administrative management in the framework of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes;
- good knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013, as well as of the new European Neighbourhood Instrument ENI 2014-2020;

² Self-assessment grid available @ <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid>

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- knowledge of written and spoken English and French corresponding to the C1 level of the Common European Framework of Reference for Languages or equivalent;
- computer literacy.

PROFILE REF. C - JTS: IT OFFICER

• 1) Functions

The IT officer, in coordination with the MA, is responsible for the design and management of the information system to monitor the Programme and funded projects.

Main tasks and activities to be carried out include:

- defining the monitoring system's requirements according to the specificities of each process managed by MA and JTS, in order to ensure that all the data and the processes to be implemented within the monitoring system are in line with the general principles (transparency, traceability, etc.) of the Programme;
- supporting the MA in drafting the ToRs for the procurement procedure and the follow up of the technical aspects of the contract with the IT company which will implement the Programme monitoring and management system, including all the parts related to Programme and project monitoring, evaluation, financial management, control and audit;
- supporting Programme structures (including MA, AA, CCP, NA, JTS etc.) on how to use the monitoring and management system and in particular on how to use Programme data, payment information, management of the evolution modules, monitoring tools for projects (budget and technical parts) etc. The IT officer will therefore provide specific trainings to the different actors who will need to access the system;
- defining the processes and ensuring the supervision of the IT system for the management of all the steps related to calls for proposals (project submission, administrative, quality and eligibility, evaluation reports etc.);
- supporting and training project Beneficiaries and partners on the use of the IT monitoring system, including its use for the submission of project reports;
- supervising the technical functioning of the Programme web-site and its web tools (mailing lists, on-line registration for events, on-line questionnaires etc.);
- managing the internal network of the MA and JTS.

• 2) Mandatory requirements: qualifications, experience and skills

Candidates having the following the minimum mandatory requirements by the deadline of the present notice can submit their applications:

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- a level of education corresponding to completed university studies attested by a diploma in engineering or computer science or in other technical-scientific equivalent fields;
- at least 5 years of proven experience in the design and management of IT systems for EU cross-border, trans-national or inter-regional cooperation programmes monitoring;
- at least 5 years of proven experience in the management of website and web tools (on-line registration for events, on-line questionnaires etc.);
- sound knowledge of monitoring procedures and systems for the management of international and/or EU-funded cooperation programmes and projects;
- good knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013, as well as of the new European Neighbourhood Instrument ENI 2014-2020;
- knowledge of written and spoken English and French corresponding to the C1 level of the Common European Framework of Reference for Languages or equivalent;
- good communication and presentation skills.

PROFILE REF. D - JTS: AUDIT AND FINANCE OFFICER

1) Functions

The audit and finance officer will provide support to the Programme regarding the financial aspects of projects, from their presentation until their implementation.

Main tasks and activities to be carried out include:

- drafting the financial parts of the application pack for the calls for proposals, including the Grant Contract and annexes related to financial issues to be approved by the JMC;
- contributing to the drafting of annual reports (including the final report) to be submitted to the JMC and the European Commission on the parts related to financial implementation of projects;
- ensuring the capacity building of the project beneficiaries and their auditors by preparing and presenting documents on project financial implementation, expenditure verification etc.;
- contributing to the preparation of Programme and project manuals and its update on the financial parts;
- contributing to the development of the IT system modules related to the financial parts (budget, budget shifts, financial reporting and monitoring etc.) and to the audit parts (modules related to the on-the spot checks, etc.);
- supporting the AA in carrying out its tasks such as to the definition of the ToRs for the recruitment of the external audit companies to carry out the audits on Programme and Project level;

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- attending JMC and AA and Group of Auditors meetings and drafting of documents related to the financial and audit issues as the case may be;
- coordinating with the Director's office in charge of the relations with the CCPs and NCPs on financial issues.

• 2) Mandatory requirements: qualifications, experience and skills

Candidates having the following the minimum mandatory requirements by the deadline of the present notice can submit their applications:

- a level of education corresponding to completed university studies attested by a diploma;
- at least 5 years of proven experience in the financial management of international cooperation projects and/or EU cooperation projects financed by external aid instruments or by European Territorial Cooperation cross-border, trans-national or inter-regional cooperation programmes;
- at least 2 years experience in the financial management of European programmes/projects funded by EU external action funds (cooperation with non EU countries);
- sound knowledge of EU administrative and financial legislation, procedures and tools;
- sound knowledge of the audit principles and methodologies;
- experience in auditing EU Programmes and projects;
- budget planning and accounting skills;
- project management skills and knowledge of Project Cycle Management methodology;
- good knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013, as well as of the new European Neighbourhood Instrument ENI 2014-2020;
- knowledge of written and spoken English and French corresponding to the C1 level of the Common European Framework of Reference for Languages or equivalent;
- good communication and presentation skills;
- computer literacy.

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Article 5 - Salaries

The annual gross salary for each profile 1 is as follows:

Profile	Salary
• JTS coordinator - Ref. A-JTS	€ 74.000,00
• Assistant - Ref. B-JTS	€ 34.500,00
• IT officer - Ref. C-JTS	€ 52.000,00
• Audit and Finance officer - Ref. D-JTS	€ 52.000,00

The annual gross salary includes taxes and social security contribution to be paid by the collaborator. The amount will be proportionally reduced for contract periods shorter than one year.

The payment of the salary will be paid through deferred monthly instalments in accordance with the time needed for processing the payment by the concerned regional services, upon presentation of a report containing the description of the activities carried out by the collaborator and of the objectives achieved.

Article 6 - Features of the collaboration

The ranking lists established on the basis of this public notice will remain in force for a maximum period of three years and in any case not beyond the execution period of the Programme. Contracts may be awarded for a maximum duration of 36 months and renewed only once for the same duration (within the execution period of the Programme), 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).

The MA will stipulate the coordinated and continuous collaboration contracts based on the actual needs of implementation of the Programme, according to applicable Italian tax and social security laws.

Since the Joint Managing Authority is based in Cagliari (Italy), the daily support to the Programme activities and the coordination with the MA will require that services are delivered mainly in Cagliari.

According to the tasks to be performed, JTS staff (in particular the coordinator, IT officer, audit and finance officer) will be required to travel on a frequent basis in the cooperation area.

Travels may be foreseen in the Programme cooperation area for the fulfilment of the tasks foreseen by the contract, upon request of the concerned Director.

The duly justified mission costs (travel, accommodation, subsistence) incurred during the contract will be reimbursed within the limits set for the civil servants of the Regional Administration.

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The coordinated and continuous collaboration relation established on the basis of the ranking lists constituted as a result of this public selection procedure will be formalized through a collaboration contract with the concerned person. The contract will define the object of the collaboration and the related general modalities of execution, its duration, the place of work and any other legal, economic, fiscal and pension aspects. The contract will also specify that the services provided by the collaborator, of a strictly personal nature, do not create any form of exclusivity and of subordination towards the Regional Administration. The collaborator shall nevertheless take into account the instructions of the MA Director to whom he/she shall refer periodically the results of its activities, in view of the necessary coordination of his/her tasks with the set goals.

The Regional administration reserves the right to assign to the experts, whenever necessary, other tasks similar to those listed above and related in any case to the institutional role of the Autonomous Region of Sardinia as Managing Authority, including tasks related to the closure of the ENPI CBC Med Programme 2007-2013.

The awarding of a contract does not create in any case a public service relation with the Autonomous Region of Sardinia.

In the execution of its tasks, the collaborator is bound to professional secrecy and shall abstain from disseminating data or information related to the Programme. In addition, he/she shall abstain from treating issues in which himself/herself, his/her relatives or his/her relatives in law have an interest.

For the entire duration of his/her mandate, it is forbidden to the collaborator to be engaged in any other mandate or consultancy which may put him/her in a situation of conflict of interest. The failure in observing these obligations or the occurrence, during the execution of his/her mandate, of reasons of incompatibility or conditions of conflict of interest will determine the end of the mandate itself. The collaborator is subject to the incompatibility provisions foreseen by article 53 of the D.Lgs. 165/2001. He/she is also bound to observe the conduct obligations foreseen by the Conduct Code of the Autonomous Region of Sardinia approved by deliberation of the Regional Government No. 3/7 of 31 January 2014.

At the moment of signing the contract, the collaborator shall provide a specific declaration attesting the absence of any cause of incompatibility or conflict of interest in relation to the mandate he/she is going to receive, in accordance with the provisions mentioned above.

Article 7 – Admission criteria

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

- a. citizenship of Member State of the European Union, a country that is a beneficiary of Regulation (EU) No 232/2014 of the European Parliament and of the Council 11 March 2014 establishing a European Neighbourhood Instrument, a country that is a beneficiary of Regulation (EU) of the European Parliament and of the Council No 231/2014 of 11 March 2014, establishing an Instrument for Pre-Accession Assistance (IPA II) or a Member State of the EEA or a country that is eligible according to articles 8 and 9 of the Regulation (EU) No 236/2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action;

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- b. possession of civil and political rights;
- c. absence of sanctions under penal law or of ongoing penal procedures in Italy and abroad;
- d. absence of actions in his/her regards concerning the application of prevention measures, civil decisions and administrative provisions registered in the court records;
- e. 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;
- f. having not other impediments related to one's working or professional activity;
- g. knowing and accepting all the conditions contained in this notice;
- h. possession of the compulsory minimum requirements related to the profile for which the application is made, as indicated in article 4 of the present notice.

Article 8 - Selection of candidates and constitution of ranking lists

The selection process will be carried out in two phases:

Phase 1: verification of the administrative consistency of the applications received and pre-selection of the applications by an internal evaluation commission established by the MA and composed of staff from the regional system (according to article 1 of regional law 24/2014). In particular, the commission will verify the possession of the compulsory admission criteria specified for each profile (articles 4 and 7). The commission will then assign the scores on the basis of the selection criteria (article 9) specified for each profile, up to a maximum of 16 points. The purpose of this first step is that of establishing four preliminary ranking lists, one for each profile, based on the scores assigned. Only the first 12 candidates for each profile, meaning those who will obtain the higher scores, will be admitted to the second step of the selection, under the condition that they obtain a score equal to or higher than 6 points.

Phase 2: the 12 candidates preselected for each profile will participate in the final interview conducted by an evaluation commission established by the MA, and integrated by members of the Programme's Joint Monitoring Committee and/or English, French and Arabic mother tongue experts.

The interview will have the objective of verifying the possession of the knowledge and skills declared by the candidate and it will lead to the award of maximum 10 points on the basis of the specific criteria specified for each profile, under in article 9 of this public notice. In order to be included in the final ranking lists, candidates shall obtain a minimum score of 5 points during the interview. Candidates who obtain less than 5 points during the interview will be excluded from the ranking list. The interview will be conducted in English and French, as well as in Arabic for those candidates who have indicated the knowledge of this language in their application.

The four final ranking lists, one for each profile, will be established on the basis of the total scores awarded following the two evaluation steps, up to a total of maximum 26 points.

Only candidates having participated in both steps of the selection will be included in the final ranking lists.

In case of equal scores awarded, priority will be given to the youngest applicant.

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Duration of the selection process

In view of the imminent publication of the first call for standard projects of the ENPI CBC Med Programme, the MA intends to finalize this selection process as soon as possible. Phase 2 (interviews) should be held in a period running from 7th and 18th November in Rome. The exact dates will be published on the Programme website (www.enpicbmed.eu) and that of Region of Sardinia (www.regione.sardegna.it/servizi/cittadino/concorsi/). This publication shall be considered as an official notification by the candidates. No personal email will be sent to those candidates admitted to phase 2. Therefore, candidates are invited to consult the abovementioned websites on a daily basis.

Article 9 - Selection criteria and scoring

For the candidates who satisfy the mandatory criteria specified for each profile (as per article 4), the evaluation commission will assign scores on the basis of the selection criteria detailed below.

Only the experience that is relevant to the profile for which the application is made will be taken into consideration and assessed for the assignation of scores.

a) JTS Coordinator (Ref. A-STC)

SELECTION CRITERIA	SCORES
Assessment of the curriculum vitae	Up to 16 points
Specialized university course in a field related to the position (such as international cooperation, international and/or EU project/programme management, human resources management, etc.), of one academic year duration, attested by a diploma following completed university studies	1 (up to 2 points)
PhD in a field related to the position such as international cooperation, international and/or EU project/programme management, human resources management, etc.	2 points
Further professional experience, in addition to the 10 years required as mandatory criterion, in the management of international cooperation programmes/ projects and/or EU cooperation projects financed by the external aid instruments or European projects financed by European Territorial Cooperation cross-border, trans-national or inter-regional programmes	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 5 points

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Professional experience in the framework of cooperation programmes/projects financed within the Cross-Border Cooperation (CBC) component of the European Neighbourhood and Partnership Instrument ENPI 2007-2013	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 3 points
Work experience in Mediterranean Partner Countries ³	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 2 points
Professional experience in coordinating international and multicultural teams	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 2 points
Interview	Up to 10 points
Knowledge of EU institutions as well as of EU and international policies in the fields of Euro-Mediterranean relations, external aid, European territorial cooperation (EU Regional Policy) Knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013, as well as of the new European Neighbourhood Instrument ENI 2014-2020 Knowledge of the institutional, economic and socio-cultural context of the Mediterranean Partner Countries	5 points
Communication and presentation skills	3 points
Knowledge of written and spoken of Arabic corresponding to the B1 level of the Common	2 points

³ According to Regulation (EU) No 232/2014 of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument, Mediterranean Partner Countries include: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco occupied Palestinian territory (oPt), Syria, Tunisia.

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European Framework of Reference for Languages ⁴ or equivalent	
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b) Assistant (Ref. B-STC)

SELECTION CRITERIA	SCORES
Assessment of the curriculum vitae	Up to 16 points
<ul style="list-style-type: none"> Completed university studies attested by a diploma Specialized university course in a field related to the position (such as international cooperation, international and/or EU project/programme management, human resources management, etc.), of one academic year duration, attested by a diploma following completed university studies 	<ul style="list-style-type: none"> 1 point 1 point <p>Up to 2 points</p>
Further experience, in addition to the 3 years required as mandatory criterion, in the administrative management in the framework of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 6 points
Professional experience in the framework of cooperation programmes/projects financed within the Cross-Border Cooperation (CBC) component of the European Neighbourhood and Partnership Instrument ENPI 2007-2013	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 2 points
Experience in the organization of meetings and events	0,5 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 2 points

⁴ Self-assessment grid available @ <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid>

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Work experience in Mediterranean Partner Countries	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 1 point
Teamwork experience in international and multicultural environment	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 3 points

Interview	Up to 10 points
Knowledge of administrative management in the framework of international/European cooperation programmes/projects	5 points
Knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013, as well as of the new European Neighbourhood Instrument ENI 2014-2020	3 points
Knowledge of written and spoken of Arabic corresponding to the B1 level of the Common European Framework of Reference for Languages or equivalent	2 points

c) IT officer (Ref. C-STC)

SELECTION CRITERIA	SCORES
Assessment of the curriculum vitae	Up to 16 points
Specialized university course in a field related to the position, of one academic year duration, attested by a diploma following completed university studies	1 (up to 2 points)

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PhD in a field related to the position	2 points
Further experience, in addition to the 5 years required as mandatory criterion, in the design and management of IT systems for EU cross-border, trans-national or inter-regional cooperation programmes monitoring	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 6 points
Further experience, in addition to the 5 years required as mandatory criterion, in the management of websites and web tools (on-line registration for events, on-line questionnaires etc.)	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 2 points
Professional experience in the framework of cooperation programmes/projects financed within the Cross-Border Cooperation (CBC) component of the European Neighbourhood and Partnership Instrument ENPI 2007-2013	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 2 points
Teamwork experience in international and multicultural environment	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 2 point
Interview	Up to 10 points
Knowledge of monitoring procedures and systems for the management of international and/or EU-funded cooperation programmes and projects	6 points
Knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013, as well as of the new European Neighbourhood Instrument ENI 2014-2020	3 points
Knowledge of written and spoken of Arabic corresponding to the B1 level of the Common European Framework of Reference for Languages or equivalent	1 point

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d) Audit and finance officer (Ref. D-STC)

SELECTION CRITERIA	SCORES
Assessment of the curriculum vitae	Up to 16 points
Specialized university course in a field related to the position of one academic year duration, attested by a diploma following completed university studies	1 (up to 2 points)
PhD in a field related to the position	• 2 points
Further experience, in addition to the 5 years required as mandatory criterion, in the financial management of international cooperation projects and/or EU cooperation projects financed by external aid instruments or by European Territorial Cooperation cross-border, trans-national or inter-regional cooperation programmes	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 3 points
Further experience, in addition to the 2 years required as mandatory criterion, in the financial management of European programmes/projects funded by EU external action funds (cooperation with non EU countries)	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 3 points
Experience in auditing EU Programmes and projects	0,5 point for each fraction equal to or higher than six months up to a maximum of 2 points
Professional experience in the framework of cooperation programmes/projects financed within the Cross-Border Cooperation (CBC) component of the European Neighbourhood and Partnership Instrument ENPI 2007-2013	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 2 point
Teamwork experience in international and multicultural environment	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 1 point

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Work experience in Mediterranean Partner Countries	0,5 point for each year or for each fraction equal to or higher than six months up to a maximum of 1 point
Interview	Up to 10 points
<p>Knowledge of EU administrative and financial legislation, procedures and tools</p> <p>Knowledge of the audit principles and methodologies</p> <p>Knowledge of Project Cycle Management methodology</p> <p>Knowledge of project monitoring procedures and systems</p>	Up to 4 points
Budget planning and accounting skills	<ul style="list-style-type: none"> • 3 points
<p>Knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013, as well as of the new European Neighbourhood Instrument ENI 2014-2020</p> <p>Knowledge of EU institutions as well as of EU and international policies in the fields of Euro-Mediterranean relations, external aid, European territorial cooperation (EU Regional Policy)</p>	<ul style="list-style-type: none"> • 2 points
Knowledge of written and spoken of Arabic corresponding to the B1 level of the Common European Framework of Reference for Languages or equivalent	<ul style="list-style-type: none"> • 1 point

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Article 10 - Submission of applications and deadline

Under penalty of exclusion, applicants shall submit the following documents completed in English or French. In the case the same candidate applies for more profiles, each application shall be sent separately.

1. **Request for participation**, including the necessary elements for the assessment of the candidate's competences and experiences. The related format (Attachment A to the present notice) is available on the website www.regione.sardegna.it/servizi/cittadino/concorsi/ and on the website www.enpicbmed.eu; applications submitted using other formats or in other languages will not be taken into consideration. Under penalty of exclusion, the submitted request for participation must bear the candidate's hand written signature.
2. **Copy of a valid Identification Document.**
3. **Cover letter** of maximum one page shall be annexed to the request for participation. It shall be duly dated and signed and shall describe briefly the motivation as well as the experiences, competences and qualifications declared by the candidate. The letter must be drafted in English (if the CV is drafted in French), in French if the CV is drafted in English. For those candidates who declare the knowledge of Arabic, the cover letter shall be provided in Arabic in addition to English or French.

Candidates shall possess the requested qualifications, experiences and competences by the deadline for the submission of applications. These qualifications, experiences and competences shall clearly result from the request for participation and the CV provided by the candidates⁵. The declarations contained in the application are subject to controls, as per D.P.R n. 445/2000 and successive modifications and integrations, through the use of a dedicated form supported by the ID of the candidate. Missing ID will lead to the exclusion of the candidate.

Under penalty of exclusion, applications shall be received at the latest by October, 20th 2016 at 1 pm (local time) by certified mail with return receipt, private-courier service or delivered by hand on the same date (hand delivery is possible in the following hours - excluding public holidays: Monday to Friday from 10.00 am to 1.00 pm; Tuesday and Wednesday from 4.00 pm to 6.00 pm) to the following address:

Regione Autonoma della Sardegna – Presidenza
Autorità di Gestione Comune del Programma “ENPI CBC Bacino del Mediterraneo”
Via Bacaredda 184 - 09127 Cagliari (Italy).

Applications received after the above-mentioned deadline will not be taken into consideration (the postmark date will not be taken into consideration).

The JMA cannot be in any case held responsible for possible late delivery or loss of applications caused by errors in postal delivery or caused by third parties, unforeseeable circumstances or force majeure. Applicants shall thus take all measures to ensure the fulfilment of the deadline for receipt by the JMA.

⁵ Information provided in the request for participation shall be consistent with the information contained in the CV. This latter will be used as main support document to confirm the information included in the request for participation.

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Under penalty of exclusion, the request for participation shall arrive in a closed envelope together with the attachments. The sealed envelope containing the request shall indicate outwards the candidate's name and surname, together with the following wording:

**“ENPI CBC MED – JTS selection procedure
DO NOT OPEN – NON APRIRE”**

Article 11 - Check of applications

Checks foreseen by the Italian law will be performed on the qualifications, skills and experience declared in the applications.

To this end, the JMA will address: the relevant Administrations in order to certify the experience and qualifications related to public organizations; directly the candidates in order to certify experience and qualifications related to private organizations.

Therefore, candidates shall demonstrate, in all phases of the selection process and upon request of the JMA, to possess the skills and experience requested.

Candidates not living in Italy will have to provide the requested documents according to the provisions of the State where they come from.

The declarations contained in the application are subject to controls, as per D.P.R n. 445/2000 and successive modifications and integrations. On top of the penal sanctions foreseen by article 76 of D.P.R n. 445/2000 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.

Candidates who are unable to document or demonstrate what declared in the application will be excluded from the selection procedure or from the final ranking lists. In any case, the JMA may not sign the collaboration contract.

Candidates will have to make sure that they have obtained or can obtain the work permit enabling them to work in Italy.

Article 12 - Publication of the notice and results of the selection

This notice is edited 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 in the section « Servizi al cittadino – Concorsi e selezioni » www.regione.sardegna.it/servizi/cittadino/concorsi/ (in Italian, English and French).

In case of differences among the three versions, the Italian version shall prevail.

The results of each of the two steps of the procedure will be approved by determination of the Head of the Operational Management Unit of the JMA and published on the two abovementioned websites.

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Article 13 - Various and final provisions

The JMA has the right to modify, extend, suspend or revoke entirely or partially the selection procedure described in the present notice. The participation in the selection procedure implies the implicit and unconditional acceptance of all the provisions of this public notice.

For what is not specified in the present notice, the provisions concerning public employment competitions apply, when relevant.

For any further information and clarification, please contact the JMA at: enpi.management@regione.sardegna.it.

All questions - to be drafted in English or French - and the related answers will be published (pdf document) in English and French on the Programme website (www.enpicbmed.eu), in the page dedicated to this selection procedure.

Article 14 - Treatment of personal data

According to the legislative decree n. 196/2003, the data submitted by the applicants will be collected and used only for the purpose of the present selection procedure as well as for the management of the possible coordinated and continuous collaboration contracts established on the basis of the ranking lists resulting from this selection. The transmission of personal data is mandatory for the comparative assessment of the applications, under penalty of exclusion from the selection. Personal data will be collected, treated and archived through IT and manual procedures (paper archives) with limited access according to the provisions of the relevant law.

The diffusion of personal data to others shall be allowed only for the purpose of the present selection procedure and according to the provisions of the relevant law.

Participants in the selection procedure may use the provisions contained in article 7 of legislative decree n. 196/2003.

The Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013 is responsible for the treatment of such data.

Article 17 - Person in charge of the procedure

The person in charge of this selection procedure is Ms. Giulia Pinna, officer at the operational management unit of the Joint Managing Authority of the ENPI CBC Med Programme 2007-2013.

The head of the operational management Unit

Susanna Diliberto