

**European Territorial Cooperation Programme Interreg V-A  
Greece - Italy 2014-2020**

**Vacancy Positions: n. 1 Junior Project Officer with a legal and administrative profile – Greek expertise within the Joint Secretariat (JS)**

**ROLE AND MAIN TASKS**

The main functions of the **Project officer with a legal and administrative profile** are to ensure a sound legal and administrative management of the Programme, and to assist final beneficiaries for a sound management of the projects. Additionally, he/she coordinates all public procurement procedures implementation and service contract management of the Programme, along with contract management between the Programme MA and project Lead beneficiaries. More specifically, the Junior Project Officer shall have a Greek legal and administrative expertise.

Job description:

- Drafting, updating and optimizing Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries, preparation of FAQs) to submit the JS Coordinator;
- Supporting the procedure of the project proposals submission, by providing clarifications to applicants regarding the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc.);
- Drafting the project evaluation procedures according to the selection criteria approved by the Monitoring Committee (MC);
- Evaluating the project proposals with regards to their eligibility, compliance with the administrative requirements, and qualitative assets based on the selection criteria approved by the MC;
- Supporting the MA in the organisation of the Monitoring Committees meetings and in the implementation of their decisions including preparation and presentation of the outcomes of the evaluation results;
- Monitoring the projects implementation by examining the fulfilment of the obligations of the beneficiaries, as described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme.
- Identifying the problems or the delays in the projects, proposing corrective actions, when it is required, and monitoring the application and the effectiveness of these actions;
- Participating in technical meetings with the beneficiaries, for the resolution of problems concerning the project implementation;

- Supporting the MA in the process of the requests for project modification that are submitted by the Lead beneficiaries and preparing the relative documents for approval as specified in the Programme manual;
- Entering in the MIS all required data at project and Programme level, according to the control management system;
- Preparing/drafting of reports aimed to inform the Monitoring Committee and the European Commission, regarding the operational and financial progress of the projects and of the Programme;
- Supporting the preparation / drafting of the Annual reports and of the Final Report;
- Contributing in the preparation / drafting of the Evaluation Reports;
- Monitoring the environmental impact of projects and compiling relevant reports with the MA guidance, if requested;
- Supporting the MA in performing on-the-spot visits of operations;
- Monitoring the application of the recommendations and corrections, after the first and second level controls;
- Supporting the MA in the evaluation and capitalization of the Programme results and the collection of good practices, and in the activities that are complementary with other national and European Programmes;
- Supporting the MA in maintaining and archiving of all documents (electronic version and hard copies) that are related to the project implementation, the expenses and the audits, so that an effective audit trail is ensured;
- Organising and/or participating at meetings and events (e.g. info-days, mid-term and final Programme conferences, thematic workshops, European Cooperation Day, thematic fairs, trainings sessions, seminars, external conferences, etc.) in coordination with the Programme stakeholders aimed to project beneficiaries;
- Participating in Monitoring committee and internal Programme meetings;
- Supporting the Communication Officer by providing relevant material for the Programme's website and newsletters.

In addition to the aforementioned tasks, the Junior Project Officer with legal and administrative profile – Greek expertise shall have the following main functions:

- Supporting the MA in the implementation of the Monitoring Committee decisions;
- Supporting the MA in the preparation, at legal level, of calls for project proposals;
- Drafting public procurement procedures related to the Programme implementation;
- Supporting the assessment committees in the opening sessions, assessing the financial and management capabilities of the tenders, ensuring correct contract procedures, in the respect of the regional, national and EU legislation;
- Supporting the MA in the preparation of Subsidy Contracts and annexes to be signed with the Lead beneficiaries of the projects;

- Supporting the MA in providing legal and administrative information and assistance to final beneficiaries during the projects implementation, in collaboration with the other JS staff and the Info Contact Points, for the smoothest implementation of the project initiatives.

## **EVALUATION OF TITLES AND EXPERIENCES ON THE BASIS OF THE CURRICULUM VITAE**

In order to participate to the selection procedure, the applicant must comply with what foreseen in the “Art. 6 – Submission of the application dossier” of the public vacancy notice.

The overall evaluation procedure of the Junior Project Officer with a legal and administrative profile – Greek expertise will be based on the following elements:

1. **Admissibility requirements:** on/off eligibility admission
2. **Additional qualification:** working experience evaluation based on CV (50/100 score)
3. **Professional qualification:** to evaluate during interview (30/100 score)
4. **Language and computer skills:** to be proven by test/interview (20/100 score)

Please note that the periods of possible overlapping between more than one professional positions are counted only once.

### **Admissibility requirements**

In order to be eligible for the specific selection procedure, the applicant needs to fulfill a set of the following admissibility requirements:

- Have a valid and recognized (note: “recognized” is needed only for non-European Union countries) University degree in law of at least four years as accepted at the Public Sector of the applicant’s country of citizenship;
- Have at least 3 years of experience in EU funded Cooperation Projects / Programmes foreseeing the cooperation between two or more Countries;
- License to practice the profession of the lawyer (or equivalent in other EU countries);
- Excellent knowledge of the English language (Level C1 or equivalent), which will be examined with a spoken and written test by the Joint Selection Committee;
- Excellent knowledge of written and spoken Italian language;
- Good knowledge of written and spoken Greek language which will be examined during the interview.

The candidate has to submit a self-declaration that he/she possesses the abovementioned requirements.

Only applicants fulfilling the admissibility requirements will be admitted to the evaluation of the following titles and experiences based on the CV and to the technical and behavioral interview.

### **Additional Qualifications**

- Have a valid and recognized Post-graduate Degree: Ph.D. and/or masters

- Working experience in the management and technical support to international Programmes and projects funded by EU, national and regional funds.

## **Technical and behavioral interview**

### Professional qualification

- European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;
- EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2014-2020 programming period;
- European Macro-regional Strategies, with a specific focus on EUSAIR;
- Public Procurement rules and procedures;
- Management and Control system of ETC Programmes;
- Cooperation Programmes and projects fundamental communication requirements;
- Working experience in an international and multicultural environment.

### Personal skills

- Team spirit and problem-solving attitude;
- Capacity to managing office procedures so as to ensure effective delivery of services;
- Determination to take personal responsibility for delivery of high quality results to tight deadlines;
- Negotiating and communication skills;
- Excellent writing, presentation and analytical skills.

### Language and computer skills:

- Computer skills (Office including Excel, PowerPoint - or Open Office and Internet). The candidate will be required to sit for a computer test prior to the interview;
- Excellent knowledge of the English language (Level C1 or equivalent) which will be examined with an oral and written test by the Joint Recruitment Committee;