

## INTERREG V - A ROMANIA - HUNGARY PROGRAMME

*Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company (Széchenyi Programme Office Nonprofit LLC.) (as hosting institution in Hungary) in cooperation with the Ministry of Regional Development and Public Administration (as Managing Authority, Romania)*

*are announcing the vacancy for the:*

### **Programme Officers for Info Points (4)**

Interreg V-A Romania-Hungary is a Cross-border Cooperation Programme, focused on supporting the development of the cross-border region by improving employment and promoting cross-border labour market, investing in health and social infrastructure, promoting the efficient use of resources and common values, improving the sustainable cross-border mobility, improving risk prevention and disaster management and enhancing the cooperation of institutions and communities.

The Info Points (IPs) are the main contact and information points in the programme area for information and support. The IPs are professionally independent from the hosting institution, professionally coordinated by the Joint Secretariat (JS) and monitored in work by the Managing Authority (MA).

The general purpose and objective of the IPs is to contribute in accomplishment of the JS delegated tasks for implementing the Interreg V-A Romania-Hungary Programme, in a qualitative manner.

The daily communication and cooperation with the MA and the JS is an essential factor for the effective implementation of the Programme.

The IPs will be hosted in Hungary, in each eligible County, by the Széchenyi Programme Office Nonprofit LLC., in separate structures.

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#### **JOB DESCRIPTION**

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**The Programme Officers for Info Points shall perform the following tasks, in a coordinated manner with the JS activities:**

- support project generation and development (the organisation of information seminars etc.), including offering support in dealing with the national legislation related aspects;
- ensure the exchange of information on different project proposals;
- carry-out information and communication activities for project beneficiaries and potential beneficiaries, including offering support in dealing with the national legislation related aspects;
- provide support and advice to project applicants during the application phase;
- advise applicants, Lead Beneficiaries (LB) and other project beneficiaries on opportunities and obligations for information and publicity;

- support the project assessment process, when case;
- support the contracting process, when case;
- support projects' monitoring, focusing on the activities and expected outputs and results, respectively on reaching target indicators and achievement of objectives by the beneficiaries, whenever necessary;
- support the implementation of the relevant projects in order to ensure the spending obligations, including supporting in dealing with the national legislation related aspects;
- provide information to the JS about spending and achievements of relevant projects in order to fulfil N+3 rule;
- contribute to/update the Programme website, leaflets, brochures and other publications;
- organize and contribute to seminars, conferences and any type of event organized by the JS or needed by the Programme, including partner-search events or forums;
- prepare Terms of References for external contracts and monitor their implementation;
- ensure the proper application of the communication elements and horizontal principles at programme/project level.

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## QUALIFICATIONS AND EXPERIENCE REQUIRED

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### A. Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria:

- to be a national of a Member State of the European Union;
- to be entitled to his/her full rights as a citizen;
- to have a thorough knowledge of English (fluent in speaking and writing) and at least in one of official languages of the two Member States participating in the Programme;
- to have a long duration education, which corresponds to completed higher education cycle - college / university studies (higher education bachelor or master), attested by a diploma, preferably in the fields covered by the Programme or communication, economic, legal or management related fields.

### B. Selection criteria

- at least 3 years of experience with information and communication or project management activities in relation to EU funds (*but preferably in context of cross-border programme management which means an asset*) or in one of the intervention areas of the Programme;
- proficiency with electronic and office equipment and very good computer skills: Outlook, MS Office (including Excel, PowerPoint, Access), Internet and Website management; experience in using modern communication tools;
- the knowledge of Hungarian language represents an advantage;
- experience in organizing events, including conferences and fairs;

The four above-mentioned criteria are compulsory and will be assessed based on the documentation submitted by the candidate. In case no clear proof provided, clarifications will be required. In case requested clarifications will not be submitted in due time (according to the schedule) application will be rejected.

- ambition to work in an international environment;
- high level of mobility;
- creative and problem-solving oriented, interested in new learning experiences;
- communicative, open minded and a good team-worker.

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## APPLICATION PROCEDURE

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The vacancy is published in parallel in Romania and Hungary on the websites of the Ministry of Regional Development and Public Administration ([www.mdrap.ro](http://www.mdrap.ro)), the Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO) ([www.brecoadea.ro](http://www.brecoadea.ro)), the website of the Prime Minister's Office - Hungary ([http://palyazat.gov.hu/interreg\\_v\\_a\\_romania\\_magyarorszag\\_2014\\_2020](http://palyazat.gov.hu/interreg_v_a_romania_magyarorszag_2014_2020)) and on the website of the Széchenyi Programme Office Nonprofit LLC. (<http://www.szpi.hu/index.php> under "ÁLLÁS") and on the INTERACT website ([www.interact-eu.net](http://www.interact-eu.net)).

The application package consists of scanned copies of the following:

- a short motivation letter, maximum one page, signed;
- an up-to-date, detailed curriculum vitae (using Europass format - available at <https://europass.cedefop.europa.eu/en/home> - is mandatory), signed;
- a valid document proving the candidate's identity (e.g. identity card, passport), together with the candidate's written consent in which they authorize Széchenyi Programme Office LLC. to make available their personal data to all participants in the application procedure. Candidates may also choose to present the documents proving their personal identity at the written exam and personal interview.
- diplomas attesting a successful completion of the required level of education;
- diplomas or certificates indicating the completion of trainings or courses relevant for the position;
- certificates or other relevant documents proving professional work experience clearly indicating starting and finishing dates and the nature of duties carried out (official labour documents, certificates, relevant sections of contracts etc.);
- certificates or other relevant documents proving the English language knowledge, not compulsory;
- statement on own responsibility, that the candidate has a clean criminal record, signed and scanned; the candidate declared "admitted" must submit a *Certificate of Criminal Record* before the signature of the employment contract;
- two reference letters, which will be verified (so please include the phone numbers/e-mail addresses of the signatories).

In case different names appears on the identity card/diplomas/certificates etc., a proving document (scanned) must be attached (e. g. marriage certificate, divorce certificate etc) or brought to the written exam and interview.

Admitted candidate will have to undergo a medical exam, according to the internal procedures of the hosting institution, proving that he/she is physically fit to perform the duties linked to the job.

Candidates who wish to apply shall **submit their application package, via e-mail**, until the closing date to the following addresses: [office@breacoradea.ro](mailto:office@breacoradea.ro) and [szpiallas@szpi.hu](mailto:szpiallas@szpi.hu).

Candidates are asked to indicate in the subject line of the message: "Application for the position: Programme Officer for Info Point, Interreg V-A RO-HU" and to mention in the text of the message the county for which they apply and the date of their availability to start the job, if successful. Please be informed that one applicant may apply only for position located in one of the 4 counties.

**The time limit for receipt of applications is 6<sup>th</sup> of June, 2016.**

All candidates who will submit their application before the closing date will receive a confirmation e-mail.

The applications received after the closing date will not be eligible for consideration.

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## SELECTION PROCEDURE

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Language: English (for the application process and for both the written exam and the interview)

The selection process will be organised as follows:

**1. Administrative compliance of the submitted documents and eligibility of candidates**

The Selection Committee will check applications regarding the administrative compliance of documents and against the eligibility criteria. This phase is eliminatory.

**2. Assessment of documentation**

The Selection Committee will evaluate the experience and competencies of candidates, based on the documentation submitted, as requested by the selection criteria.

This phase is also eliminatory; on the basis of its assessment, the Committee will establish a short list of candidates. The shortlisted candidates, who will be invited to the written exam, will be notified by e-mail.

**3. Written Exam**

The written exam will be organised at the premises of the Széchenyi Programme Office Nonprofit LLC., in Regional Office, Békéscsaba, Hungary (5600 Békéscsaba, Gyulai út 1.).

Before the written exam, the candidates must present (only for confirmation) the original and valid identity document (e.g. identity card, passport) which might have been submitted scanned, as part of the application package; otherwise the candidates will not be accepted for the written exam.

The written exam will test the knowledge of candidates, which are relevant for the advertised position (legislative knowledge, English language, synthesis capabilities etc.).

The written exam will be marked out of 10, pass mark 6,5.

The candidates will be informed on the results of the written exam by e-mail, according to the timetable. The results of the written exam will be submitted by e-mail to each candidate.

Candidates may submit a complaint via e-mail to the following addresses: [office@breacoradea.ro](mailto:office@breacoradea.ro) and [szpiallas@szpi.hu](mailto:szpiallas@szpi.hu), if they consider the results of the written exam

incorrect, observing the deadline, as stated by the timetable. A candidate may complain only regarding his/her mark obtained at the written exam.

The result of complaints will be sent by e-mail to the concerned candidates, according to the timetable. The result of complaint represents the final mark for written exam.

Only the successful candidates (who passed the written exam) will participate in the interview.

#### 4. The Interview

The interview will be organised at the premises of the Széchenyi Programme Office Nonprofit LLC., in Regional Office, Békéscsaba Hungary (5600 Békéscsaba, Gyulai út 1).

The interview will be marked out of 10, pass mark 6,5.

#### The final results

If, after the Written exam and the Interview, more candidates will obtain passing marks, it will be declared admitted the candidate with the highest final mark (the final mark is calculated as the average of the marks obtained at the written exam and the interview).

Each candidate will be informed on his/her final result of the selection process by e-mail, according to the timetable.

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### INDICATIVE TIMETABLE

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Posting the Vacancy Notices on websites	23.05.2016
Deadline for submitting the documents by e-mail (application package)	06.06.2016
Requesting clarifications from applicants regarding the application package, if the case	13.06.2016
Deadline for submitting the clarifications	16.06.2016
Deadline for submitting by e-mail the results of the selection of submitted documents	17.06.2016
Written exam	22.06.2016, starting at 11.00 hrs
Submitting by e-mail the result of the written exam	22.06.2016
Submitting the complaints regarding the result of the written exam	23.06.2016, until 11.00 hrs
Submitting by e-mail the results of resolutions related to complaints	23.06.2016, until 16.30 hrs
Interview	24.06.2016, starting at 10.00 hrs
Submitting by e-mail the final result	24.06.2016

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## ADDITIONAL INFORMATION

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- The *Programme Officers for Info Point* will be on a contract under the Hungarian legislation, for the programme's implementation period.
- The positions are based in Hungary, as follows:
  - in Szeged, Csongrád County;
  - in Békéscsaba, Békés County;
  - in Debrecen, Hajdú-Bihar County;
  - in Nyíregyháza, Szabolcs-Szatmár-Bereg County.
- The IPs cannot be involved in and cannot perform activities representing conflict of interests with their attributions. The staff cannot be associated and hold shares in a company which benefits, in any form, by financial support or any other services provided by Széchenyi Programme Office Nonprofit LLC. In all cases, the staff is obliged to respect the regulations in force on conflict of interest.

With the same purpose to avoid the conflict of interests, a candidate shall not apply for a position which is functionally or hierarchically linked with a position held by his/her: parent, brother/sister/husband/wife/partner/daughter/son.

Only the admitted candidate will sign a statement on own responsibility, proving that she/he is not in a situation of conflict of interest.

- Candidates are reminded that the Selection Committee work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the Committee's members or ask anybody else to do so, on their behalf.
- The structures of the Interreg V-A Romania-Hungary Programme apply a policy of equal opportunities and accept applications without discrimination on the ground of gender, race, nationality, religion or other social criteria, disability, age or sexual orientation.

For any other information, please send an e-mail to: [office@breacoradea.ro](mailto:office@breacoradea.ro) and/or [szpiallas@szpi.hu](mailto:szpiallas@szpi.hu).