

*The Ministry of Regional Development and Public Administration (Romania) is announcing the vacancy for the:*

## ***Project Monitoring - Expert***

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 Joint Secretariat is a programme body, independent of the national or regional structures. It is responsible for the day-to-day programme management and supplies potential applicants with information, provides advice during the application process and accompanies the beneficiaries until the projects are finished. The JS gives support to the Monitoring Committee and to the Managing Authority with certification function. The daily communication and cooperation with the Managing Authority is an essential factor for the effective implementation of the programme. The JS is established in Oradea, Bihor County, Romania, Oradea Regional Office for Cross-Border Cooperation (BRECO).

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### **JOB DESCRIPTION**

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The Project Monitoring Expert is responsible with the monitoring and supervision of projects financed under the Programme from a content perspective (actions, investments).

In accordance with the responsibilities given to the JS, he/she has mainly the following tasks:

- to participate in the elaboration/revision of procedures/Manuals for projects/programme implementation;
- to monitor in real time the projects funded under the programme and to set up under the coordination of the Managing Authority (MA) a support mechanism for each project with bottlenecks;
- to follow the course of the contract by verifying documents, technical reports, public procurement records etc.;
- to introduce and validate data into the eMS, according to the relevant procedures, and to make sure they are updated;
- to monitor the fulfilment of indicators at project level;

- in the first two months after signing the contracts, to draw up a risk analysis for each project, which is to be constantly updated according to applicable procedural rules;
- to contribute to the organization - in the first two months after signing the contracts - of working seminars with beneficiaries for each project to discuss the problems they face and to clarify the procedures to be followed by beneficiaries for the effective implementation of the projects;
- based on the analysis and the degree of risk associated, to inform the MA on the problems related with the project implementing and to propose to MA solutions to remedy the problems presented (e.g. meetings with beneficiaries, special monitoring visits or addresses to other relevant structures to intervene);
- to verify and approve, where appropriate, the notifications sent by the Lead beneficiaries and inform the MA, consequently, in accordance with the terms contained in the financing contracts and procedures;
- to identify and report irregularities and management risks within the program;
- to support the implementation of the financing contracts and when necessary the initiation of termination/suspension of contracts according to internal procedure and specific contractual provisions;
- to participate in the correlation and revision of monitoring procedures for projects;
- to perform on-site visits and draw up related reports;
- to draft thematic reports on progress results ('capitalization of project results');
- to draft addenda to contracts when necessary;
- to monitor the project implementation, find solution to practical problems, site visits, project meetings and events: liaison with Lead partners and/or partners of approved projects, day to day support, processing of progress reports;
- to follow the course of the contract by verifying documents, technical reports etc.;
- to analyse the physical progress of the projects, the achievement of the indicators and objectives and to examine how the projects comply with the financing contract.

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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 be physically fit to perform the duties linked to the post;
- to have a thorough knowledge of English (fluent in speaking and writing) and at least one of the official languages of the two Member States involved 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 managed by the Programme, or engineering, economic, legal or management related fields.

**B. Selection criteria**

- at least 3 years of experience in one of the intervention areas of the Programme or in a field related to the position;
- experience in the management of EU and/or national funds, finances, accounting or project management;
- The above-mentioned criteria are compulsory and will be assessed based on the documentation submitted by the candidate.
  - proficiency with electronic and office equipment and very good computer skills: Outlook, MS Office (including Excel, PowerPoint and Access), Internet.
  - ambition to work in an international environment;
  - 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)), on the centralized website for EU funded Programmes in Hungary ( <https://www.palyazat.gov.hu/interreg-v-a-romnia-magyarország-egyttmkdsi-program>), on the website of the Interreg V-A Romania-Hungary Programme (<http://interreg-rohu.eu/en/employment-opportunities/>) 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;
- 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);
- 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 mandatory;
- 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 contract;
- two reference letters, which will be verified (so please include the phone numbers/e-mail addresses of the signatories).

All above mentioned documents can be submitted in original language if there is no translation. If translation is available it can be attached.

In case different names appear on the identity card/diplomas/certificates etc., a proving document (scanned) must be attached (e. g. marriage certificate, divorce certificate etc.), which is not necessary to be translated.

Admitted candidate will have to present a valid medical document proving that he/she is physically fit to perform the duties linked to the job, signed and stamped by an MD, competent to issue such documents (the family doctor or competent medical units), before the signature of the contract.

Candidates who wish to apply must submit their application package, via e-mail, until the closing date to the addresses: [rohu@mdrap.ro](mailto:rohu@mdrap.ro) and [joint.secretariat@breacoradea.ro](mailto:joint.secretariat@breacoradea.ro).

Candidates are asked to indicate in the subject line of the message: "Application for the Project Monitoring Expert position, Interreg V-A RO-HU" and to mention in the text of the message the date of their availability to start the job, if successful.

**The time limit for receipt of applications is: 04.10.2019.**

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

Also, the candidates who will submit the application after the closing date will be notified by e-mail that the application is not eligible for consideration.

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## SELECTION PROCEDURE

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Language: English (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. The shortlist will be also posted at the BRECO headquarter.

### **3. Written Exam**

The written exam will be organised at the BRECO headquarter, No. 1/A Calea Armatei Române, 410087, Oradea, Bihor County, Romania.

Before the written exam, the candidates must present (only for confirmation) the original and valid identity document (e.g. identity card, passport) which was 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 also posted at the BRECO headquarter (mentioning only “admitted” or “rejected”).

Candidates may submit a complaint via e-mail to the following addresses: [rohu@mdrap.ro](mailto:rohu@mdrap.ro) and [joint.secretariat@breacoradea.ro](mailto:joint.secretariat@breacoradea.ro). Candidates may submit also in person a complaint at the BRECO headquarters, 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 send 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 BRECO headquarter, No. 1/A Calea Armatei Române, 410087, Oradea, Bihor County, Romania.

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	04.09.2019
Deadline for submitting the documents by e-mail (application package)	04.10.2019
Requesting clarifications from applicants regarding the application package, if the case	07.10.2019
Deadline for submitting the clarifications	10.10.2019
Deadline for notifying the applicants selected for the written exam	11.10.2019
Written exam	14.10.2019, starting with 12.00 hrs. (local time)
Submitting by e-mail the result of the written exam	14.10.2019
Submitting the complaints regarding the result of the written exam	15.10.2019, until 11 hrs. (local time)
Submitting by e-mail the results of resolutions related to complaints	15.10.2019, until 16 hrs. (local time)
Interview	16.10.2019, starting with 12.00 hrs. (local time)
Submitting by e-mail the final result	17.10.2019

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## ADDITIONAL INFORMATION

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- The *Project Monitoring - Expert* is on a contract under the Romanian legislation, for a period: until the end of the implementation period of the programme.
- The position is based in Satu Mare/Oradea, Bihor County, Romania, within Oradea Regional Office for Cross-Border Cooperation (BRECO).
- In accordance with the human resources policy, the staff employed by Oradea Regional Office for Cross-Border Cooperation (BRECO) cannot be involved in and cannot perform activities representing conflict of interests with their attributions. The staff cannot be associated and holds shares in a company which benefits, in any form, by financial support or any other services provided by the BRECO. In all cases, BRECO's 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.
- The successful candidate will be offered with: professional development opportunities, a competitive salary, support for relocation, support for renting accommodation, and reimbursement of expenses for fuel or transport for traveling home twice a year.
- The duration of the employment contract will be conditioned by the validity of the Technical Assistance subsidy contracts with regards to financial support of the staff costs and relevant related activities.

For any other information, please send an e-mail to: [rohu@mdrap.ro](mailto:rohu@mdrap.ro) and [joint.secretariat@breacoradea.ro](mailto:joint.secretariat@breacoradea.ro)