

## INTERREG VI - A ROMANIA - HUNGARY PROGRAMME

Oradea Regional Office for Cross-border Cooperation (BRECO) in cooperation with the Ministry of Development, Public Works and Administration (as Managing Authority, Romania) are announcing the vacancy for the following positions:

### ***Implementation Expert for the Joint Secretariat (2 positions)***

*The Interreg VI-A Romania-Hungary Programme is a territorial cooperation initiative between Romania and Hungary. The Programme allocates EUR 175,9 million ERDF for projects that address environmental protection, risk prevention, renewable energy, health, tourism and culture, and governance improvement. The projects financed under this Programme have a significant impact across the entire programme area, which spans eight counties: four in Romania (Arad, Bihor, Satu Mare, and Timiș) and four in Hungary (Békés, Csongrád-Csanád, Hajdú-Bihar, and Szabolcs-Szatmár-Bereg).*

*The Joint Secretariat (JS) is common Programme structure, responsible for the day-to-day management of the Programme, providing applicants with information and guidance throughout the application process and supporting project partners until the completion of their projects. The JS also assists the Monitoring Committee and supports both the Managing Authority and the National Authority in carrying out their respective functions.*

*The Joint Secretariat is located in Oradea, Bihor County, Romania, operating within the Oradea Regional Office for Cross-Border Cooperation (BRECO).*

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#### JOB DESCRIPTION

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The Implementation Expert for Joint Secretariat shall perform the following main tasks:

- ensuring monitoring of funded projects and establishing a support mechanism for projects with bottlenecks under the Managing Authority's (MA) coordination
- ensuring project contracting, based on the Monitoring Committee's decision and relevant EU and national regulations
- drafting subsidy contracts as per the Programme's rules and procedures
- preparing reports on the status of signed contracts
- entering and validating data in the JEMS system, according to relevant procedures and ensuring updates
- monitoring the fulfilment of project/Programme-level indicators
- conducting risk analysis with constant updates according to applicable procedural rules
- organising seminars for project partners after contract signing, to discuss challenges and clarify implementation procedures

- informing the MA about project implementation issues based on risk analysis, proposing solutions e.g. meetings, special monitoring visits, or other interventions
- identifying and reporting irregularities and management risks within the Programme
- conducting on-site project visits and preparing related reports
- preparing contract addenda, when necessary
- attending project and Programme meetings and events
- liaising with Lead Partners and partners of approved projects, providing day-to-day support
- analysing the physical progress of projects, the achievement of indicators and objectives.

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## QUALIFICATIONS AND EXPERIENCE REQUIRED

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### A. Eligibility criteria

Candidates will be considered eligible for selection based on 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 one of the official languages of the two Member States involved in the Programme (thorough knowledge in both Romanian and Hungarian will be considered as an advantage);
- to have a long duration education, which corresponds to a 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 economic, legal or management-related fields.

### B. Selection criteria

- at least 3 years of experience in the management of EU-funded Programmes

*The above-mentioned criteria are compulsory and will be assessed based on the documentation submitted by the candidate.*

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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 Development, Public Works and Administration ([www.mdlpa.ro](http://www.mdlpa.ro)), The Regional Office for Cross-border Cooperation for the Romania-Hungary Border (BRECO) ([www.brecoadea.ro](http://www.brecoadea.ro)), on the centralized website for EU funded Programmes in Hungary (<https://www.palyazat.gov.hu/programok/interreg>), on the website of the Interreg VI-A Romania-Hungary Programme (<http://interreg-rohu.eu/en/employment-opportunities/>), on the website of the Széchenyi Programme Office Nonprofit LLC. (<https://www.szpi.hu/allasok>).

The application package consists of scanned copies of the following:

- a motivation letter of approximately one page, in English, signed;
- an up-to-date, detailed curriculum vitae (using Europass format - available at <https://europass.cedefop.europa.eu/en/home> - is mandatory), signed;
- the candidate's written consent in which he/she authorizes the Joint Secretariat to make available their personal data to those involved in the application procedure.

Please note that the candidates shall present the documents proving their identity at the written exam.

The following documents shall be submitted only by the successful candidate, the latest 5 working days after his/her notification, and will be verified by the Selection Committee and by the HR of the employer, in case of successful selection:

- diplomas attesting a successful completion of the required level of education;
- diplomas or certificates indicating the completion of training or courses relevant to the position;
- certificates or other relevant documents proving professional work experience indicating starting and finishing dates and the nature of duties carried out (official labour documents, certificates, relevant sections of contracts etc.), if the case;
- certificates or other relevant documents proving the English language knowledge, if available.

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.).

The selected candidate will have to present, before signing the labour contract, proof that he/she has no entries in the criminal record and a certificate attesting to the appropriate state of health, in accordance with the internal procedures of the employer. Candidates who wish to apply shall **submit their application package, via e-mail**, until the closing date, to the following addresses: [rohu@mdlpa.gov.ro](mailto:rohu@mdlpa.gov.ro), [joint.secretariat@breacoradea.ro](mailto:joint.secretariat@breacoradea.ro).

Candidates are asked to indicate in the subject line of the message: "Application for the position of Implementation Expert, Interreg VI-A RO-HU".

**The time limit for receipt of applications is 5 working days from the date of the posting of the vacancy notice.**

All candidates who will submit their applications 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 both the written exam and the interview)

The selection process will be organized 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. 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 eliminatory.

Based on its assessment, the Committee will establish a short list of candidates. The shortlist of candidates admitted to the written exam will be notified by email within 3 working days following the application deadline.

### **2. Written Exam and Interview**

The written exam and the interview will be organized at the JS headquarters on 5 Gheorghe Doja Street, Oradea, 410163, Romania.

Before the written exam, the candidates must present (only for confirmation) the original and valid identity document (e.g. identity card, passport); 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 (the way of applying legislative knowledge to a given case, English language, synthesis capabilities etc.). Candidates are allowed to use Internet during the written exam. The responsibility for the possibility of accessing information on the Internet rests with each candidate (device and Internet connection).

The relevant minimum bibliography is as follows:

[Interreg VI-A Romania-Hungary Programme,](#)

[Regulation \(EU\) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,](#)

[Regulation \(EU\) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal \(Interreg\) supported by the European Regional Development Fund and external financing instruments.](#)

Each paper will be evaluated and graded: ADMITTED/REJECTED. The results of the written exam will be submitted by e-mail to each candidate. Candidates who have obtained the ADMITTED result in the written exam, will participate in the interview stage.

Candidates may submit a complaint via e-mail to the following addresses: [rohu@mdlpa.gov.ro](mailto:rohu@mdlpa.gov.ro), [joint.secretariat@breacoradea.ro](mailto:joint.secretariat@breacoradea.ro), if they consider their results of the written exam incorrect, observing the deadline, as stated by the timetable.

The results of the complaints will be sent by e-mail to the concerned candidates, according to the timetable. The written exam will be followed by the interview. The successful candidate will be selected in consensus, by the Selection Committee.

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   | 06.06.2024  |
| Deadline for submitting the documents by e-mail (application package)   | Five working days from the date of posting the announcement   |
| Deadline for verification of the administrative compliance of submitted documents and eligibility of candidates | One working day from the deadline for submitting the documents/applications                                 |
| Written exam  | Two working days after the notification on administrative compliance/eligibility                            |
| Deadline for communicating the outcome of the written exam  | One working day from the written exam   |
| Deadline for submitting the complaints regarding the result of the written exam                                 | One working day after the notification regarding the outcome of the written exam                            |
| Deadline for resolutions on submitted complaints  | One working day after the deadline for the submission of complaints   |
| Interview   | For successful written exam candidates, the next working day, after submitting the resolution on complaints |
| Communicating the outcome of the interview  | Same day, after the interview   |
| Deadline for submitting the complaints regarding the final result   | One working day after the notification of the results   |
| Deadline for resolutions related to complaints on the final result  | Same day when the complaints were submitted   |
| Communicating the final result  | Same day, after communicating the result of complaints  |

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## ADDITIONAL INFORMATION

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- The Implementation Expert for Joint Secretariat is employed on a contract under the Romanian legislation
- The labour contract for the Implementation Expert within the Joint Secretariat is foreseen for an **undetermined period**
- The position is based in Oradea, Bihor County, Romania, within the Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO).
- Following the human resources policy, the staff employed by the Oradea Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO) cannot be involved in and cannot perform activities representing a conflict of interests with their attributions. The staff cannot be associated with and hold shares in a company which benefits, in any form from financial support or any other services provided by BRECO. In all cases, BRECO's staff is obliged to respect the regulations on conflict of interest in force.
- With the same purpose of avoiding 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 their 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 VI-A Romania-Hungary Programme apply a policy of equal opportunities and accept applications without discrimination on the grounds of gender, race, nationality, religion or other social criteria, disability, age or sexual orientation.
- For any other information, please send an e-mail to: [rohu@mdlpa.gov.ro](mailto:rohu@mdlpa.gov.ro) and [joint.secretariat@brecoradea.ro](mailto:joint.secretariat@brecoradea.ro).