

VACANCY NOTICE
HEAD of JOINT SECRETARIAT for 2014-2020 (Interreg V-A) Italy-Croatia CBC Programme

Veneto Region is looking for the Head of Joint Secretariat for 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme (*hereafter Programme*).

According to Regional resolution n. 40/2016, this personnel selection is carried out through comparison between curricula and subsequent written and oral tests, to verify whether applicants have the skills needed to perform the activities referring to the role of the head of the Joint Secretariat (*hereafter JS*) for the Programme, in accordance with Italian laws on contract forms eligible for public sector - Regions and Local Authorities.

1. Background

The European Commission approved the Programme with the adoption of the Implementing Decision 12.15.2015 C(2015)9342. The Programme area covers the following provinces/counties:

Italy	Croatia
ITF12 Teramo	HR031 Primorsko-goranska županija
ITF13 Pescara	HR032 Ličko-senjska županija
ITF14 Chieti	HR033 Zadarska županija
ITF22 Campobasso	HR034 Šibensko-kninska županija
ITF44 Brindisi	HR035 Splitsko-dalmatinska županija
ITF45 Lecce	HR036 Istarska županija
ITF46 Foggia	HR037 Dubrovačko-neretvanska županija
ITF47 Bari	HR04D Karlovačka županija
ITF48 Barletta-Andria-Trani	
ITH35 Venezia	
ITH36 Padova	
ITH37 Rovigo	
ITH41 Pordenone	
ITH42 Udine	
ITH43 Gorizia	
ITH44 Trieste	
ITH56 Ferrara	
ITH57 Ravenna	
ITH58 Forlì-Cesena	
ITH59 Rimini	
ITI31 Pesaro e Urbino	
ITI32 Ancona	
ITI33 Macerata	
ITI34 Ascoli Piceno	
ITI35 Fermo	

The Programme is co-financed by the European Union - ERDF. Further information can be found in the following link: www.italy-croatia.eu.

The Veneto Region has been appointed as Managing Authority (*hereafter MA*) of the Italy-Croatia CBC Programme and, in accordance with art. 23 of Regulation (EU) n. 1299/2013, it also has been assigned the role of setting up the JS of the Programme.

The JS shall assist the MA and the Monitoring Committee (*hereafter MC*) in carrying out their respective functions. The JS shall also provide information to potential beneficiaries about funding opportunities under cooperation programmes and shall assist beneficiaries in the implementation of operations.

In order to fulfill its tasks, the JS should be composed of professional and effective, well-trained and experienced staff, chosen through a selection at international level open to European citizens, covering the competences related to the Programme management and implementation.

Veneto Region government decided to proceed urgently with the organization of the management structure of the Programme (Regional resolution n. 40/2016), in order to comply with the commitments expected by the Programme.

Therefore, the MA of the Programme is launching a selection procedure for covering that role through “coordinated and continuous collaboration” contract, in accordance with Italian law (art. 7, paragraph 6 of Italian Legislative Decree n. 165/2001).

The job profile requested is highly qualified and the salary is proportionate to the role of JS head.

The cost of the contract will be covered by the resources allocated for the technical assistance of the Programme, co-financed by ERDF and by the involved Member States.

2. Professional profile searched

The professional profile searched conforms to the role of “Joint Secretariat Head”, whose main tasks are to coordinate, manage and supervise the overall running of the JS, both in the headquarters in Venice and in the branch offices located in Croatia.

He/she will work in close cooperation with the MA and will support the MA in the representation of the Programme towards the MC, the European Commission, as well as other Programmes, EU macro regional strategies, institutions and the public.

He/she is also responsible for securing proper information flow between the Programme management bodies and stakeholders, supervising the proper Programme communication, dissemination and capitalization.

The JS head will:

- be responsible for the overall running of the JS and daily coordination of its activities and quality assurance, both for the headquarters and for the branch offices;
- support the MA in all its functions;
- contribute to the Programme sound financial management;
- assist the MA in representing the Programme towards the MC, the European Commission, other Programmes and institutions according to the needs;
- coordinate the preparation of calls for proposals (in cooperation with the MA and the MC);
- coordinate the projects selection procedures;
- coordinate the monitoring of the projects, prepare reports to the MC and the MA;
- coordinate the drawing-up of relevant documents (e.g.: Manuals, Plans, Budgets, Annual Implementation Report, Statistics for the MA and MC);
- supervise the updates and amendments of Programme documents;
- ensure that documents produced are in line with the regulations and relevant decisions and with the Programme internal procedures;
- coordinate the implementation of the Programme evaluations;
- support the MC, in particular with regard to the organization of its meetings;
- ensure the follow-up and implementation of decisions;

- support the development, the maintenance and the usage of the Programme information and monitoring system;
- coordinate the organization of meetings and events and the implementation of the Programme communication strategy;
- be available to travel mainly in the Programme area and to work in a flexible time schedule.

The working place will mainly be in Venice (Italy), in the Veneto Region premises; the role requires frequent travels within the Programme area and to Brussels.

3. Submission of application forms

The application form shall include:

- a duly filled and signed application form (see Annex 1 template);
- a duly signed and dated Curriculum Vitae in Europass format (with specific references to exact dates of the professional experience, employers and if the position has been/is full time or part time)¹;
- a copy of a valid identification document (e.g. Passport / ID card);

The signature on the application form (Annex 1) is equivalent to the complete acceptance of the provisions contained in this notice. The curricula not countersigned will not be assessed.

All documents are to be filled in English and submitted electronically either by e-mail or by certified e-mail (PEC) to the following e-mail address:

dip.cooperazioneinternazionale@pec.regione.veneto.it

not later than **Friday 15th February 2016, 12:00 (Italian time)**.

The documents submitted electronically shall be only in PDF/A or PDF format and shall be named as follows:

Surname and name – application

Surname and name - identification document

Surname and name – cv

Surname and name – other documents considered relevant.

The applications can be submitted only as described above. No other means of transmission and no other formats will be accepted.

The e-mail subject shall be: “Personnel selection for JS Head – *Applicant’s surname and name*” while the text of the e-mail shall say “to MA of the 2014-2020 Italy-Croatia CBC Programme”

If the application is sent from a certified e-mail address, the sender will receive a receipt confirmation message which says the exact time of receipt. If the application is sent by a simple e-mail address, the sender will receive as soon as possible a receipt confirmation message.

In any case the applications received after the above deadline, or through different procedures from what indicated, even if the reasons do not depend on the applicant, will not be admitted.

Veneto Region does not assume any responsibility for any failure to receive communications due to:

- an inaccurate address supplied by the applicant
- failure or delay in communicating changes in the address indicated in the application by the applicant
- for eventual errors or delays by telematics services, by third parties, by chance or due to force majeure.

¹ Please include the privacy clause, i.e. the authorization to process personal data for this personnel selection purposes (<https://europass.cedefop.europa.eu/it/documents/curriculum-vitae/templates-instructions>).

4. Eligibility requirements and selection criteria

In order to be admitted to the selection, applicants must fulfill the following requirements, that must be reflected in the application form:

- a) have a valid and recognized University degree of at least four years;
- b) have an excellent spoken and written English (level C1 in the Europass Language Passport classification or equivalent);
- c) enjoy his/her full rights as a citizen;
- d) have not been convicted of any criminal offence and have no criminal proceeding pending against him/her;
- e) have fulfilled any obligations imposed by the applicable laws concerning military/civil service (if applicable);
- f) have attached a CV in EU format dated and signed **with specific references to exact dates of the professional experience, employers and if the position has been/is full time or part time. In case of absence of exact dates, the professional experience cannot be considered;**
- g) have at least 7 years of professional experience in projects or programmes co-financed by Structural, ESI or IPA funds. The periods of possible overlapping between more than one position are counted only once;
- h) have at least 5 years of professional experience in European Territorial Cooperation programmes at Programme level;
- i) have at least 4 years of experience in team management.

The applicants who have a non-Italian degree can participate in this selection through a procedure for the recognition of foreign study qualifications, in accordance with the art. 38 of Italian Legislative Decree n. 165/2001.

The authority in charge of the evaluation of foreign titles is Presidenza del Consiglio dei Ministri, Dipartimento della Funzione Pubblica (Department of Public Administration), Ufficio P.P.A. – Servizio Reclutamento, Tel. +39 06-6899.7563 / 7453 / 7470, e-mail: servizioreclutamento@funzionepubblica.it.

On its website, the Department of Public Administration has published the form for the recognition of foreign study qualifications and the list of all documents required.

If the applicant doesn't have the certification of recognition of foreign study qualifications, he/she is admitted to the selection, provided that he/she presents that certification within the deadline which will be given by Veneto Region.

The Selection Committee will verify the fulfillment of eligibility requirements of the applicants.

After that, the Selection Committee will evaluate the eligible applicants according to the following selection criteria:

- j) experience in team management above the minimum requirement;
- k) experience of working in an international environment;
- l) knowledge of ERDF and fundamental public administration rules and regulations (i.e.: public procurement, administrative procedures);
- m) communication and presentation skills;
- n) analytical capacities, accuracy, experience in preparation of reports;
- o) ability to work independently and proactively along with co-operative working approach;
- p) experience and knowledge related to management techniques and consultation methods, in particular project management, development and coordination of projects;
- q) knowledge of office automation tools including MS Office, Excel, PowerPoint and Open Office equivalent; practice with database and project management IT tools, Internet and web sites.

5. Conduct of selection procedure

The selection procedure shall be organized in two steps:

- 1) evaluation of titles and acquired experiences on the basis of the CV (max 15 points);
- 2) proficiency testing (max 60 points).

The final score will be composed by the sum of scoring of sub 1) and sub 2). The total maximum points assigned to one applicant are 75.

The Selection Committee, whose composition will be published on Veneto Region website after the deadline for the submission of the candidatures, will further detail the scores and will agree on the assessment methodology prior to starting the evaluation process.

An English language expert will be part of the Selection Committee with the task of verifying the level of English language skills of the applicants.

A pre-selection based on the qualifications will be applied according to the number of applicants and only the first ten ones with the highest score will be admitted to the proficiency testing.

✓ 5.a – First phase: assessment of qualifications (max 15 points)

The assessment of qualifications of eligible applicants will concern the following three items.

5.a.1 Education path (up to 5 points)

- post graduate career (Master, PhD, etc. in field related subject);
- training and specialization courses;
- others (publications, scholarships, fellowships, awards, internships, etc.).

5.a.2 Professional and managerial experience and knowledge (up to 9 points)

- professional experience above the minimum requirement in European Territorial Cooperation programmes;
- experience above the minimum requirement in a leading position;
- experience of working in an international environment.

5.a.3 Language skills (up to 1 point)

- certified knowledge of English language above C1 level;
- knowledge of at least one language of the Programme area.

✓ 5.b – Second phase: proficiency testing (max 60 points)

The assessment of proficiency testing of eligible applicants will concern two tests:

- written test (up to 30 points);
- oral exam (up to 30 points).

The proficiency testing will be relative to:

5.b.1 Specific professional experience and knowledge

- knowledge of ERDF, fundamental public administration rules and regulations;
- experience in transnational, cross-border or interregional Programmes management and financial aspects;
- knowledge of the priority axes covered by the cooperation Programme (i.e. “Blue innovation”, “Safety and resilience”, “Environmental and cultural heritage”, “Maritime transport”);
- experience of projects selection procedures, Programme monitoring, indicators and related content-wise subjects.

5.b.2 Communication and IT skills

- experience in communication and dissemination activities and skills;
- IT tools skills.

The eligible applicants' names will be published on the websites <http://www.regione.veneto.it/web/guest/bandi-avvisi-concorsi> and www.italy-croatia.eu before the date of the proficiency testing (written and oral tests).

The date of the proficiency testing will be published on the website starting from February, 15th 2016 at least 7 days before the testing.

The applicants that will be considered NON-eligible shall be informed via e-mail.

At the conclusion of the selection procedure described, the Selection Committee shall draw up a report indicating the result of the selection procedure and the name of the applicant selected to be entrusted with the assignment. The final score for each candidate is given by the sum of previous evaluations. The selection results will be published on the website of the Veneto Region for a period of 20 calendar days.

The assessment does not produce judgments of suitability and it does not constitute in any circumstances ranking list. The Veneto Region may interrupt, even permanently, the selection procedure considering itself free by the provisional results of the ongoing procedure.

6. Contract and salary

At the end of the selection procedure, a “coordinated and continuous collaboration” contract will be signed with the applicant selected for the duration of n. 36 months neither renewable nor extendable. In any case Veneto Region reserves the right to verify the declarations made in the application.

The annual amount of the contract will be 72,200.00 €, gross cost inclusive of all taxes and contributions burdens that are borne by the recipient. The travel expenses, which are to be authorized in advance by Veneto Region, will be reimbursed separately. The salary will be paid bimonthly on the basis of a report certifying the intermediate objectives achievement according to the contract.

The contract will be regulated by Italian law in force and it will be written in Italian language; an official English translation will be annexed.

The contract will include specific provisions by which the contractor is committed to avoiding situations of conflict of interests and to applying impartiality principles in day-to-day activities, in the preliminary stage of the projects application and in communications with beneficiaries and stakeholders.

If the selected applicant is employed by other Italian public administration, he/she is subject to the authorization of art. 23 of the Italian Legislative Decree n. 165/2001 and subsequent amendments. He/she must submit the authorization of that Administration before signing the contract.

In accordance with the art. 1, paragraph 26 of Italian law n. 92/2012, if the identified expert is a self-employed worker and VAT number owner, he/she shall close his/her own VAT registration number when undersigning the contract. He/she only has the possibility to conclude the ongoing professional activities.

If the need, the convenience or the opportunity to implement the results of the selection procedure are no longer deemed valid, the Veneto Region reserves the right not to proceed to the contract entrustment.

The data, the elements and any other information gained in the application form will be used exclusively by the Administration for the purpose of participation in the selection, ensuring the security and privacy of the data, even if treated with automatic and/or manual systems, pursuant to the Italian Legislative Decree n. 196/2003.

7. Publicity and further information

This vacancy notice will be published in the Veneto Region, in Partner States and INTERACT websites. This vacancy notice will be published in Veneto Region Official Bulletin.

For further information on the this selection procedure, please contact:

Veneto Region

Section MA of the 2014-2020 Italy-Croatia CBC Programme

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