



**MANAGING AUTHORITY OF EUROPEAN TERRITORIAL
COOPERATION PROGRAMMES**

Thessaloniki, 30-06-2017
Ref. No.: 301106/MA2340
ΑΔΑ:

“INTERREG IPA CBC PROGRAMME GREECE – ALBANIA 2014 - 2020”
**CO-FINANCED BY THE INSTRUMENT FOR PRE-ACCESSION
ASSISTANCE (IPA II)**

CALL FOR EXPRESSION OF INTEREST

The Managing Authority (M.A.) of European Territorial Cooperation Programmes, with the support of the Management Organization Unit of Development Programmes (M.O.U. S.A.)¹, issues a public call for expression of interest, in order to proceed with the recruitment **of staff for 2 positions** in the Joint Secretariat (J.S.) of the Interreg IPA CBC Programme “Greece - Albania 2014 - 2020”, as foreseen in the Ministerial Decree 300539/YD1605/14-04-2016 of the Hellenic Ministry of Economy, Development & Tourism (Official Journal 1453/B/24-05-2016). All interested candidates are requested to submit their application for the posts described below.

All posts are based in Thessaloniki, Greece, report to and are supervised by the Managing Authority of European Territorial Cooperation Programmes. According to the above mentioned Ministerial Decree, the Joint Secretariat supports the Managing Authority, the Monitoring Committee and the Certifying Authority of the above mentioned Cooperation Programme in fulfilling their respective responsibilities.

¹ The Management Organization Unit of Development Programmes (MOU S.A.) is a non – profit – making institution within the broader public sector which reports to the Greek Minister of Economy and Development. Its purpose is to assist public authorities in the effective management of EU-funded programmes.

The selection of the JS posts is performed by a Selection Committee in which the Partner State, the Managing Authority and the M.O.U. S.A. participate.

The selection procedure is described in the Ministerial Decree 300539/YD1605 of the Hellenic Ministry of Economy, Development & Tourism (Official Journal 1453/B/24-05-2016).

All successful applicants will be employed by M.O.U. S.A. and will be granted a two year contract, subject to a six months trial period. The contract may be renewed until the end of the implementation period of the Programme.

Successful applicants coming from the public and wider public sector of Greece and MOU S.A., will be subject to specific provisions set out at the Ministerial Decree 300539/YD1605/14-04-2016 of the Hellenic Ministry of Economy, Development & Tourism, available at www.interreg.gr. They shall be occupied in the JS for a period of two years that can be extended until the end of the implementation of the Programme.

The official working language of the Programme is English. Candidates that fulfill the required qualifications will be interviewed in English. Employment contracts will be signed in Greek and translated in English (for non-Greek applicants) under the responsibility of the MA of European Territorial Cooperation Programmes.

Positions:

Job title	Project Officer Reports to the Coordinator of the JS
Vacancies	One (1)
Job Description	<p>The Project Officer's responsibilities include the development and the implementation of tools and administrative procedures at programme and project level concerning project implementation, evaluation, monitoring and reporting. More specifically:</p> <ul style="list-style-type: none"> • Drafts, updates and optimizes programme documents (project proposal packages, guides and manuals, procedures and support documents for sound project management for final beneficiaries) and submits them to the JS Coordinator. • Supports the procedure of the project proposals submission, by providing clarifications to applicants regarding the calls, and instructions for the correct completion of the documents, as well as by participating in publicity and information activities (meetings, workshops etc.). • Prepares reports (tables, statistics) on submitted project proposals and submits them to the JS Coordinator. • Drafts the project evaluation manuals/ procedures according to the selection criteria decided by the Joint Monitoring Committee. Evaluates the project proposals. • Prepares reports (classification tables, statistics etc.) on the

	<p>project proposals evaluation and submits them to the JS Coordinator</p> <ul style="list-style-type: none"> • Monitors the projects' implementation (implementation, reporting, modifications, closure etc.) by examining the fulfilment of the obligations of the beneficiaries, as these are described in the respective contracts, in the approved proposal, the partnership agreement. Identifies the problems or the delays. Has continuous contact with the beneficiaries of approved projects and especially with the Lead Beneficiary, proposing corrective actions, when it is required, for the prevention of diversions from the operational, timing and economic restrictions of the project and monitors the application and the effectiveness of these actions. Participates in meetings with the beneficiaries, at project level, for the resolution of problems of the project implementation. Keeps records and organizes the filing (electronic version and hard copies) of the documents related to the project implementation. • Processes requests for modification that are submitted by the Lead Beneficiaries and proposes accordingly to the JS Coordinator. • Supports the MA in the process of the requests for modification. • Supports the MA in the organisation of the Joint Monitoring Committee and Joint Steering Committee meetings and in the implementation of their decisions, in general. • Enters in the management information system all required data regarding the implemented projects, according to the approved control management system and the guidance of the MA. • Cooperates with the MA in the preparation of reports to the Joint Monitoring Committee and the European Commission, regarding the operational and financial progress of the projects and of the Programme and submits them to the Coordinator. • Contributes in the preparation / drafting of the Annual reports and of the Final Report of the Programme. • Contribute in the preparation/ drafting of the Evaluation Reports. • Monitors the environmental impact of projects (according to the system in force) and compiles relevant reports with the MA guidance. • Monitors the application of the recommendations and corrections, after the control of the auditing body. • Supports the MA in the continuous control of implementation process of the Programme and the timely detecting and tackling problems / obstacles in the implementation of the projects, so that the Programme objectives are achieved. • Supports the MA in maintaining and archiving of all documents that are related to the expenses and the audits, so that an effective audit trail is ensured. • Participates in information seminars for beneficiaries, organised by the MA and the JS. • Participates in information/ training activities related to his/ her competences / responsibilities. • Monitors progress indicators and financial data for each project and submits them to the Co-ordinator.
Required qualifications	<ul style="list-style-type: none"> • Recognised university degree (Bachelor's Degree, following the respective EU/national legislation) in any field of relevance to the Programme's thematic topics, or/and the mentioned tasks, as accepted by the public sector of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English; if not in English accompanied by English translation</i>)

	<ul style="list-style-type: none"> • Professional <i>experience</i> of at least three (3) years, preferably on EU-funded projects focused on cross-border, transnational or interregional cooperation (please see section "Application Procedure" for understanding how must be proven the professional experience) • <i>professional experience must be proven by submitting a) social security documentation AND b)copies of employment contracts or written confirmation from the candidate's employer, for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation;</i> • Effective operational proficiency in English language to be proven by examination/ interview, accompanied by advanced (C1) certificate or equivalent from an authorized institution
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> • Post-graduate university degree or diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation/ authority of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English; if not in English accompanied by English translation</i>) • Professional experience in European Territorial Cooperation Programmes, preferably within the eligible Programme area (please see section "Application Procedure" for understanding how must be proven the professional experience) <i>professional experience must be proven by submitting a) social security documentation AND b)copies of employment contracts or written confirmation from the candidate's employer, for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation;</i> • Solid knowledge of Community and Council Regulations in particular regarding IPA II; • Solid knowledge of public administration procedures and legislation on tenders of works/supplies/services (especially in the field of public contracts) in at least one of the cooperating areas; • Fluency in any language of any other state participating in the Programme would be an asset; • Computer literacy (drafting/processing of documents, preparation of presentations, processing of numbers, management of data bases and monitoring procedures and systems); • Willingness to take responsibility for the quality of the delivered services; • Communication and networking skills; • Intercultural – diplomatic skills; • Skills in team work within a multicultural environment; • Creativity and problem-solving skills, interest in new learning experiences; • Writing skills (reporting, drafting concepts) and attention to detail and accuracy; • Stress tolerance; • Willingness to travel.

Job title	Financial Officer Reports to the Coordinator of the JS
Vacancies	One (1)
Job Description	<p>The Financial Officer's responsibilities include the development and the implementation of tools and administrative procedures at programme and project level concerning financial implementation, evaluation, monitoring and reporting. More specifically:</p> <p>The Financial Officer participates in monitoring the projects' activities (implementation, reporting, modifications, closure etc.). Moreover, he/she contributes to the management of Programme's budget.</p> <p>More specifically, the Financial Officer is responsible for:</p> <ul style="list-style-type: none"> • Providing support to Lead Beneficiaries (LB) and Beneficiaries concerning implementation, and financial reporting; • Supporting the Project Officers to collect and review financial reports submitted by the project beneficiaries; • Contributing to the definition of internal rules for the review of financial progress reports; • Managing the Programme budget and reports to any competent authority concerning financial data on a Programme level • Organising and contributing to lead beneficiary seminars concerning legal and financial matters. • Monitoring the whole system concerning the Public Investments Program vis-a-vis the beneficiaries, the projects' financing and the JS • Participates in proposal evaluation in the same capacity as the Project officers • Monitors the projects' implementation (implementation, reporting, modifications, closure etc.) in the same capacity as the Project officers • Supports the MA in the organisation of the JMC/JSC meetings and in the implementation of their decisions, in general. • Enters in the MIS all required data regarding the implemented projects, according to the approved control management system and the guidance of the MA. • Cooperates with the MA in the preparation of reports to the JMC/JSC and the European Commission, regarding the operational and financial progress of the projects and of the Programme and submits them to the Coordinator. • Contributes in the preparation / drafting of the Annual reports and of the Final Report of the Programme. • Assist the MA in the evaluation reports. • Monitors the environmental impact of projects (according to the system in force) and compiles relevant reports with the MA guidance. • Monitors the application of the recommendations and corrections, after the control of the auditing body. • Supports the MA in the continuous control of implementation process of the Programme and the timely detecting and tackling problems / obstacles in the implementation of the projects, so that the Programme objectives are achieved. • Supports the MA in maintaining and archiving of all documents that are related to the expenses and the audits, so that an effective audit trail is ensured. • Participates in information seminars for beneficiaries, organised by the MA and the JS. • Participates in information/ training activities related to his/ her competences / responsibilities. • Monitors progress indicators and financial data for each project and submits them to the Co-ordinator. • Supports, if needed, the implementation of projects, undertaking all the responsibilities of a Project Officer

<p>Required qualifications</p>	<ul style="list-style-type: none"> • Recognised University Degree (Bachelor's Degree, following the respective EU/national legislation) in economy/ finance fields or/ and to the mentioned tasks, as accepted by the public sector of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English; if not in English accompanied by English translation</i>) • Professional experience of at least three (3) years, preferably on EU-funded projects focused on cross-border, transnational or interregional cooperation (please see section "Application Procedure" for understanding how must be proven the professional experience) ; • <i>professional experience must be proven by submitting a) social security documentation AND b)copies of employment contracts or written confirmation from the candidate's employer, for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation;</i> • Effective operational proficiency in English language to be proven by examination/ interview, accompanied by advanced (C1) certificate or equivalent from an authorized institution
<p>Additional qualifications to be considered as assets</p>	<ul style="list-style-type: none"> • Post-graduate university Degree or Diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation/ authority of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English; if not in English accompanied by English translation</i>) • Professional experience in European Territorial Cooperation Programmes, preferably within the eligible Programme area (please see section "Application Procedure" for understanding how must be proven the professional experience) ; • <i>professional experience must be proven by submitting a) social security documentation AND b)copies of employment contracts or written confirmation from the candidate's employer, for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation;</i> • Solid knowledge of Community and Council Regulations in particular regarding IPA II; • Solid knowledge of public administration procedures and legislation (especially in the field of public contracts) in at least one of the cooperating areas. • Fluency in the language of any other state participating in the Programme would be an asset; • Computer literacy (drafting/ processing of documents, preparation of presentations, processing of numbers, management of data bases and monitoring procedures and systems); • Willingness to take responsibility for the quality of the delivered services; • Communication and networking skills; • Intercultural – diplomatic skills; • Skills in team work within a multicultural environment; • Creativity and problem-solving skills, interest in new learning experiences; • Writing skills (reporting, drafting concepts) and attention to detail and accuracy;

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| | <ul style="list-style-type: none"> • Stress tolerance; • Willingness to travel. |
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Application procedure

Interested applicants should submit in hard copy

- a motivation letter in English,
- a CV (suggested European Curriculum Vitae in English, available at <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>),
- Degrees/ Certificates, for the relevant education, training, computer and language skills (*educational background documents must be proven by submitting the respective degree/document in English; if not in English accompanied by English translation*)
- prior working experience certificates (*professional experience must be proven by submitting a) social security documentation AND b)copies of employment contracts or written confirmation from the candidate's employer, for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation*);
- Copy of a valid Identification Document, signed with the original signature of the applicant on it;
- In case military service is obligatory in the country of citizenship, applicants must have fulfilled this obligation (*the applicant must submit the relevant official document in English or if not in English accompanied by English translation*).

All candidates should specifically state the position which they apply for at both the motivation letter and the CV. In case a candidate applies for more than one position, multiple applications must be submitted (motivation letters and CVs only). All required documentation must be included in the application when submitted. Documents submitted after the deadline will not be taken under consideration.

The CVs and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria. The Selection Committee will evaluate the education and length of professional experience of candidates, as stated under the required qualifications rubric, based on the documentation submitted. All candidates meeting the required qualifications will be invited to an interview, where their qualitative professional experience and respective qualifications and competencies (and the Written Test, if applicable) will be assessed.

The Selection Committee will select the appropriate applicant per position, taking into account the sum of the applicants' scores in the CV evaluation and the interview (and the Written Test, if applicable). The Selection Committee will draw up a ranking list of the interviewed applicants. In each stage of the selection procedure all candidates will be notified by e-mail, sent to the addresses indicated in the CVs.

In case the selected candidate rejects the position offered, the contract will be offered by MOU S.A. to the next applicants, according to the ranking list.

All documents should be submitted in copies of the original documents and if not in English accompanied by English translations. Original copies and official translations of originals have to be submitted by applicants before hiring to the JS. Failure to submit original copies of the documents shall automatically mean the rejection of the candidate.

For successful applicants that will be employed by M.O.U. S.A., before the signing of their employment contract, an official document in English should be submitted verifying that there is no criminal record.

All candidates must send the expression of interest and all supporting documents **by post (registered post or courier) to M.O.U. S.A., 78A Louizis Riankour Street, GR-115 24 Athens**, Human Resources Management Department, **by 08-09-2017 at the latest**. The date of submission will be verified by the post/courier stamp/deposit slip. An application submitted after the above deadline will automatically be rejected. The expression of interest **cannot** be submitted via e-mail.

All personal information included in the expression of interest is confidential. Prior applications to M.O.U. S.A will not be considered. In any case, submission of an expression of interest is compulsory.

For information please contact:

MOU S.A. (Human Resources Management Department, 10:00 – 15:00)

78A Louizis Riankour Street, GR-115 24 Athens, Greece,

tel: +30 2131310222/ +30 2131310186

Or the

Managing Authority of European Territorial Cooperation Programmes

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Site: www.interreg.gr

Available at www.interreg.gr are

- 1. The "INTERREG IPA CBC PROGRAMME GREECE – ALBANIA 2014 - 2020" Document, and**
- 2. The Ministerial Decree 300539/YD 1605/14-04-2016.**

**The Minister
of Economy & Development**

Dimos Papadimitriou