



**MANAGING AUTHORITY OF EUROPEAN TERRITORIAL  
COOPERATION PROGRAMMES**

**Thessaloniki, 11-10-2018  
Ref. No.: 301924/YD 4939**

**“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.)<sup>1</sup>, issues a public call for expression of interest, in order to proceed with the recruitment **of staff for 1 position** in the Joint Secretariat (J.S.) of the Interreg IPA CBC Programme “Greece - Albania 2014 - 2020”, as foreseen in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reconstruction and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), and as foreseen in the relevant Decision concerning the payroll expenses (Internet Uploading Number: ADA: 7YH746ΨΧΨΤ-ΓΦΤ).

All interested candidates are requested to submit their application for the post described below, **Coordinator of the Joint Secretariat of the Interreg IPA CBC Greece-Albania 2014-2020**.

The post is based in Thessaloniki, Greece, reports to and is supervised by the Managing Authority of European Territorial Cooperation Programmes. According to the above mentioned Joint Ministerial Decision, the Joint Secretariat supports the Managing Authority,

<sup>1</sup> 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 & Development. Its purpose is to assist public authorities in the effective management of EU-funded programmes.

the Monitoring Committee and the Certifying Authority of the above mentioned Cooperation Programme in fulfilling their respective responsibilities.

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

The selection procedure is described in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Ministry of Interior and Administrative Reconstruction and the Ministry of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016).

The successful applicant will be employed by M.O.U. S.A. according to the provisions of Law 4354/2015 and 4452/2017 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.

If the successful applicant comes from the public and wider public sector of Greece and MOU S.A., will be subject to specific provisions set out at the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reconstruction and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016, available at [www.interreg.gr](http://www.interreg.gr)). She/ He 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.

If the successful candidate does not come from the public and wider public sector of Greece and MOU S.A., then he/she will not be subject to the abovementioned specific provisions.

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

#### **Position:**

<b>Job title</b>	<b>Coordinator of the JS</b> Reports to the MA
Vacancies	One (1)
Job Description	Overall coordination, management and monitoring of the JS's staff and tasks and of the Programme's implementation. Ensures that the decisions of the Monitoring Committee, Steering Committee (if applicable) and Certifying Authority of the Programme are being respected and implemented. More specifically, the JS Coordinator is responsible for: <ul style="list-style-type: none"> <li>• Management of the JS human resources;</li> <li>• Representation of the JS to the management bodies of the Programme, such as: Managing Authority (MA), Certifying Authority (CA), Audit Authority (AA), National Authority (NA), Partner States, Controllers, other administrative bodies included</li> </ul>

	<p>in the management and control systems of the Programme and the European Commission, on the basis of sound Programme management and implementation of EU and national regulatory framework;</p> <ul style="list-style-type: none"> <li>• Supporting the MA in the implementation of the Programme's strategy;</li> <li>• Preparation of the necessary Programme reports and their submission to the respective Programme management bodies;</li> <li>• Support to the MA to carry out the Programme's public relations;</li> <li>• Monitoring and supervision of external experts, if necessary;</li> <li>• Drafting and presentation to the MA of proposals for the re-organisation of the JS's structure and procedures, when necessary, in order to improve the body's effectiveness and overall operation.</li> </ul>
Required qualifications	<ul style="list-style-type: none"> <li>• Recognized University Degree (Bachelor's Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and relevant topics related to administration and management, as accepted by the official public sector authority of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English or if not in English accompanied by English translation</i>);</li> <li>• Professional experience of at least five (5) years in coordination, monitoring and management of programmes and/ or EU co-funded Programmes and projects of which at least three (3) years of experience with cross-border, transnational or interregional cooperation (<i>professional experience must be proven by submitting social security documentation <b>and:</b></i> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer</i></li> </ul> </li> <li>• <i>for Greek applicants or the respective official documents for non-Greek applicants (such as employment booklet, etc), 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 an advanced (C1) certificate or equivalent from an authorized/recognized institution.</li> </ul>
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> <li>• Post graduate 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 should be proven by submitting the respective degree in English or if not in English accompanied by English translation</i>);</li> <li>• Professional experience in European Territorial Cooperation Programmes, preferably within the eligible Programme area (<i>professional experience must be proven by submitting social security documentation <b>and:</b></i> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer</i></li> </ul> </li> <li>• <i>for Greek applicants or the respective official documents for non-Greek applicants (such as employment booklet, etc), to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation</i>);</li> <li>• Fluency in the language of any other state participating in the Programme would be an asset;</li> <li>• Computer literacy (word processing, preparation of</li> </ul>

	<p>presentations, use of data bases and monitoring procedures and systems);</p> <ul style="list-style-type: none"> <li>• Expertise in European cohesion policies, European regulations framework for the management and implementation of Programmes co-financed by European Union Funds, in particular the Instrument for Pre-accession Assistance II (IPA II) and the European Regional Development Fund (ERDF);</li> <li>• Knowledge in matters of public administration procedures and legislation, applicable in the cooperating areas, especially in the place of establishment;</li> <li>• Experience in human resources management, in particular in the framework of an international team;</li> <li>• Ability to work in a multicultural environment;</li> <li>• Strong communication and interpersonal skills;</li> <li>• Organizational skills, creativity and problem solving capacity;</li> <li>• Leadership and strong result-oriented approach;</li> <li>• Ability to empower the members of the team, to promote team work and responsibility sharing;</li> <li>• Capacity to undertake initiatives and responsibilities;</li> <li>• Ability to work under pressure;</li> <li>• Excellent presentation skills;</li> <li>• Ability to determine and focus on the priorities set by the Programme; Ability in public relations and in written and oral expression;</li> <li>• Willingness to travel frequently.</li> </ul>
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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 or if not in English accompanied by English translation*);
- prior working experience certificates (*professional experience must be proven by submitting social security documentation **and**:*
  - *copies of employment contracts or*
  - *a written confirmation from the candidate's employer for Greek applicants or the respective official documents for non-Greek applicants (such as employment booklet, etc), 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, 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. 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 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 will reject the position offered, the contract will be offered by MOU S.A. to the next applicants, according to the ranking list.

In case more than one candidates reach the top of the ranking list, with the same score, then a second round of interviews is foreseen, limited only to those candidates.

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

For successful applicant that will be employed by M.O.U. S.A., before the signing of his/her 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 30-11-2018 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**  
65, Georgikis Scholis Avenue  
57001, Pylaia, Thessaloniki, Greece  
Telephone: +30 2310 469600  
Fax.: +30 2310 469602  
e-mail: [interreg@mou.gr](mailto:interreg@mou.gr)  
Site: [www.interreg.gr](http://www.interreg.gr)

**Available at [www.interreg.gr](http://www.interreg.gr) are**

- 1. The INTERREG IPA CBC PROGRAMME "GREECE – ALBANIA 2014 – 2020" Document;**
- 2. The Joint Ministerial Decision 300539/YD1605/14-4-2016;**
- 3. The Joint Ministerial Decision 302081/YD4193/3-11-2017.**

**Personal data protection**

MOU S.A. collects and processes the personal data you submit according to the application procedure set out above in compliance with the provisions of the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reconstruction and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016) and as foreseen in the relevant Decision concerning the payroll expenses (Internet Uploading Number:ΑΔΑ: 7ΥΗ746ΨΧΨΤ-ΓΦΤ) with the purpose of recruiting one (1) employee in the structure of the Joint Secretariat (J.S.) of the Cooperation Programme " INTERREG IPA CBC Programme "GREECE – ALBANIA 2014 – 2020

Recipients of the above data are also the Selection Committee, the Managing Authority (M.A.) of European Territorial Cooperation Programmes, and the Ministry of Economy and Development under the conditions specified in the above legal framework and the present call for expression of interest.

The above data are confidential and cannot be transferred to any other third party. They are stored for as long as it is required for the purpose for which they are obtained and they are secured according to safety standards set out in European Laws for personal data protection.

You are entitled to request access to your personal data, rectification/erasure of your personal data, restriction of processing, objection to the processing and/or to exercise your right to data portability according to the General Data Protection Regulation, (EU) 2016/679. A request for the erasure of your personal data during the recruitment process shall be equivalent to withdrawing your expression of interest/application.

MOU S.A. will examine your request and will respond to you within one month of receipt of the request.

If you are dissatisfied with our use of your data or with the response to your queries regarding the exercise of your above rights you have the right to lodge a complaint with the supervisory authority.

You may exercise your rights described above by contacting MOU SA via telephone: 2131310100, by e-mail: [webmaster@mou.gr](mailto:webmaster@mou.gr), or by writing to us at 78<sup>A</sup> Louizis Riankour Str., Athens, 11524.

**The Minister of  
Economy & Development**

**Ioannis Dragasakis**