



## VACANCY ANNOUNCEMENT

### for the ENI CBC Black Sea Basin Programme 2014-2020 Joint Technical Secretariat

#### GENERAL INFORMATION

The ENI CBC Black Sea Basin Programme 2014-2020 is part of European Union's Cross- Border Cooperation (CBC) under the European Neighbourhood Instrument (ENI) which extends the principles of CBC among EU Member States via the European Territorial Co-operation programmes.

The programme strategy builds upon the previous cooperation framework, the ENPI CBC Black Sea Basin Programme 2007-2013 and takes into account relevant EU strategies and policies (including the Blue Growth strategy, etc.) to ensure the coherence of programme support with existing EU strategic frameworks.

The ENI CBC Black Sea Basin Programme 2014-2020 focuses on two ENI CBC thematic objectives, namely *Business and SME development* and *Environmental protection and climate change mitigation and adaptation*.

**The Joint Technical Secretariat (JTS)** is responsible for the day-to-day implementation of the Programme and for fulfilling all the tasks delegated by the Managing Authority (MA) for the implementation of the Programme with regard to the Joint Monitoring Committee (JMC) secretariat, project generation, evaluation and selection of the projects, technical, economic and financial monitoring of the projects, information and publicity.

The JTS has to be composed of international staff recruited by an evaluation committee made up of representatives of the Managing Authority and the participating countries.

To ensure transparency and to guarantee balanced representation of the participating countries, while respecting the principles of equality and non-discrimination, the JTS staff is selected through an international open procedure.

The tasks of the JTS for the ENI CBC Black Sea Basin Programme 2014-2020 are fulfilled by the South East Regional Development Agency (SE RDA), Romania.

Following this recruitment procedure, the JTS is currently looking for project officers with good knowledge of at least one of the national languages of the participating countries in the programme: Armenia, Bulgaria, Georgia, Greece, Rep. of Moldova, Romania, Ukraine or Turkey. Preferably, the participants in the recruitment and selection process will be national of the countries participating in the program.



Programme funded by  
EUROPEAN UNION



## **PROJECT OFFICER (3 positions on permanent duration)**

The Project Officer is responsible for the management of the entire project management cycle, including the development of the applications, the evaluation, the contracting, the monitoring of the projects, as well as their amendment and finalization, for assistance to applicants/beneficiaries, organization and participation in programme/projects events, contribution to reporting on programme/projects progress.

### **► MAIN INDICATIVE TASKS**

- Responsible for the preparation of the calls for proposals, for providing information and support for the preparation of the applications, for projects evaluation, for projects contracting;
- Responsible for the monitoring and evaluation of the projects (including result oriented monitoring), for providing assistance to the beneficiaries regarding the technical and financial matters during the entire project implementation period;
- Collects and aggregates data and prepares statistics and monitoring figures, analysis of progress at project and programme level considering Programme's indicators;
- Supports the implementation of the Programme's Communication Strategy and of the Annual Communication Plan;
- Organisation and participation in relevant project development events (ex. seminars, conferences, workshops and other events), as requested; attends and delivers presentations at seminars, conferences and other project events;
- Contributes to the elaboration of the Annual Implementation Report, final implementation report, other technical or financial reports related to project implementation, as requested by the MA;
- Responsible for projects monitoring activities in the electronic monitoring system of the programme - e-MS;
- Proposes and develops modifications/updates of internal procedure manuals whenever necessary;
- Performs any other relevant duties deriving from the management of the Programme assigned by the Head of the MA/JTS or by the Head of SE RDA from legal and/or administrative point of view.

### **► PROFILE**

#### ***Employment criteria***

- University degree (European studies, economics, technics, law, political studies, public administration, business administration, other related studies);
- Experience for at least 1 year in implementation and/or monitoring from the technical and/or financial point of view of EU financed projects /programmes proved by the activities undertaken and presented in the CV;



Programme funded by  
EUROPEAN UNION



- Good knowledge of spoken and written English and of at least one of the national languages of the participating countries in the programme: Armenia, Bulgaria, Georgia, Greece, Rep. Moldova, Romania, Ukraine or Turkey;
- Very good computer skills: MS Office, Internet.

#### ► **ASSETS**

1. Work experience in cross border cooperation EU funded projects/programmes (expressed in years/months);
2. Work experience in project management (expressed in years/months).

The above-mentioned criteria are compulsory and will be assessed based on the documentation submitted by the candidate. In case no clear proof provided, clarifications will be required. In case requested clarifications will not be submitted in due time (according to the schedule), the application will be rejected.

### **Recruitment Process**

The recruitment process shall consist of:

#### **1. Selection of CVs**

The CVs and supporting documents submitted (according to the list in the Application procedure) shall be examined in order to assess the compliance with the employment criteria.

The Selection Committee will evaluate the experience and competencies of candidates, based on the documentation submitted, as requested by the employment criteria.

This first phase is eliminatory. On the basis of its assessment, the Selection Committee will establish a short list of candidates.

The shortlisted candidates, who will be evaluated in the second phase based on their CV's assets, will be notified by e-mail sent to the addresses indicated in the CVs.

Any rejected candidate may submit a written complaint by e-mail to the address [recruitment@adrse.ro](mailto:recruitment@adrse.ro), within 2 working days from the date of the e-mail announcing the decision of the Selection Committee on the first phase, the selection of CVs.

#### **2. Evaluation of the assets**

This second phase is also eliminatory. Maximum score is 100 points, passing score is 18 points for this phase.

2 subsections will be evaluated based on the documents submitted to the competition file, respectively:

1. Work experience in cross border cooperation EU funded projects/programmes:



Programme funded by  
EUROPEAN UNION



- <1 year - 0 points;
- 1-3 years - 27 points (0.75 points/month);
- >3 years - 50 points (0.75 points/month, but no more than 50 points).

2. Work experience in project management:

- <1 year - 0 points;
- 1-3 years - 27 points (0.75 points/month);
- >3 years - 50 points (0.75 points/month, but no more than 50 points).

The shortlisted candidates, who will be invited to the interview, will be notified by e-mail sent to the addresses indicated in the CVs.

Any rejected candidate may submit a written complaint by e-mail to the address [recruitment@adrse.ro](mailto:recruitment@adrse.ro), within 2 working days from the date of the email announcing the decision of the Selection Committee on the second phase, the evaluation of the assets in the CVs.

### 3. The interview

As a result of the selection of the candidates from the second phase (evaluation of the assets), each candidate declared admitted will be informed by e-mail sent to the address communicated in the CV regarding the day and time established by the employer when the interview will be held, as third phase.

The interview will be held **ONLINE**.

Before starting the interview, each candidate will be informed that the interview is recorded and everyone will give their verbal agreement on this issue.

Candidates will take the responsibility for ensuring the technical conditions for conducting the interview. SE RDA does not assume the responsibility for any technical problems of the candidate in order to access the online platform.

The interview's duration is 30 minutes for each candidate. Connecting with a delay of more than 10 minutes from the time set and communicated to each candidate by e-mail sent to the address indicated in the CV, leads to the elimination of the candidate. Interruption during the online interview for more than 10 minutes leads to the elimination of the candidate.

Before starting the interview, the Selection Committee will verify by video the identity of each candidate by requesting them to present the identification documents.

The interview will take place online, on the **Webex platform**, accessing the link that will be sent on the e-mail of each candidate, at the date and time set by SE RDA.

Each evaluator will assess the knowledge of each candidate and his/her relevance for the position (legal framework knowledge, English language).



Programme funded by  
EUROPEAN UNION



Also, during the interview, the level of knowledge of one of the national languages of the participating countries in the programme (Armenia, Bulgaria, Georgia, Greece, Rep. of Moldova, Romania, Ukraine or Turkey) will be evaluated.

The online interview will be structured in 2 sections, as follows:

**Section 1** „Knowledge regarding the Black Sea Programme” - the score obtained in this section counts for 60% of the total score of each evaluator.

Each member of the Selection Committee will address each candidate one question, based on bibliography. Each answer will be scored with maxim 100 points.

The score obtained in section 1 represents the points obtained for the question addressed by the evaluator.

**Section 2** - the score obtained in this section counts for 40% of the total score of each evaluator.

*Sub-sections:*

Communication skills - maxim 40 points

Knowledge of English language - maxim 30 points

Knowledge of one of the national languages of the participating countries in the programme: Armenia, Bulgaria, Georgia, Greece, Rep. of Moldova, Romania, Ukraine or Turkey - maxim 30 points

The score obtained in section 2 represents the sum of the points obtained for the 3 sub-sections assessed by the evaluator.

**The total score of each evaluator consists of:**

- 60%: the score obtained for section 1;
- 40%: the score obtained for section 2.

**The final score obtained by each candidate participating in the interview represents the average of the evaluators' total scores.**

All candidates shall be scored for the interview. Maximum score is 100, passing score is 70.

The final ranking of the candidates for the JTS positions will be established as follows:

- The ranking will be calculated in the descending order of the score obtained.
- The candidates who obtained a score less than 70 points shall be rejected.

The candidates will be informed on the results of the interview by e-mail, according to the indicative timetable.



Programme funded by  
EUROPEAN UNION



Any rejected candidate may submit a written complaint by e-mail to the address [recruitment@adrse.ro](mailto:recruitment@adrse.ro), within 2 working days from the date of the e-mail announcing the decision of the Selection Committee on the third phase, the interview.

Please follow the programme website <http://blacksea-cbc.net/>, SE RDA website [www.adrse.ro](http://www.adrse.ro), and social media, Facebook and Instagram @BlackSeaBasin, where related administrative details might be published during the process.

## **TERMS OF EMPLOYMENT**

### **Type of contract**

According to the Romanian national legislation in force, individual labor contracts considered shall be concluded for the three positions on permanent duration.

The permanent labor contract will be available for the period of time on which the SE RDA will have the responsibility to implement the Joint Operational Programme Black Sea Basin 2014-2020.

The labor contracts will be concluded in written form, with the express indication of the duration/validity.

In order to verify the employee's skills, at the conclusion of the individual employment contract, a probationary period of 90 calendar days will be established.

According to the Romanian legislation, during or at the end of the probationary period, the individual employment contract may be terminated exclusively by a written notification, without prior notice, at the initiative of either party, without the need to motivate it.

### **Location**

The position will be based at JTS's headquarters which is located in Constanta, 48 A Tomis Blvd, Romania.

The staff of the JTS will have to travel occasionally to the MA and SE RDA headquarter and upon request, to other locations where Programme/projects activities are carried out.

Occasionally, work labour may be replaced with teleworking, but only on the territory of Romania, according to the Romanian legislation in force.

### **Monthly salary**

The monthly net amount paid according to the labor contract after deduction of all common charges (taxes, social charges) shall be 6,142 lei (aprox. 1,200 Euro).



Programme funded by  
EUROPEAN UNION



The net salary is between 6.142 lei (aprox. 1,200 Euro) and 7,700 lei (aprox. 1,500 Euro), starting with the minimum. An increase may be granted according to the professional performances of the employees and within the allocated budget.

Calculated at the Romanian National Bank exchange rate from 20.05.2022.

According to the internal provisions of SERDA, the employees benefit during a calendar year from certain benefits, respectively:

- holiday bonus at the level of a monthly salary;
- bonuses granted on the occasion of various religious holidays.

SE RDA will bear the costs of obtaining legal forms of employment for non-EU persons.

### **Specific terms of employment**

#### **1) The selected persons from EU shall undertake the following steps:**

- The own statement as concerns the residency in Romania shall be submitted to the General Inspectorate for Immigration Constanta;
- A certificate for recognition of studies shall be issued by the Romanian National Ministry of Education. If the case may be, selected persons should prepare a set of documents to be submitted to the Romanian National Ministry of Education. SE RDA shall assist them in submitting the documents and getting the certificate of recognition of studies. Please note that the procedures of recognition and equivalence of bachelor diplomas does not apply to diplomas obtained in well-known, prestigious universities (please consult the list of well-known, prestigious universities/institutions, attached herewith);
- The individual labor contract will be signed with the respective person. The execution of tasks may start immediately after the signature of the labor contract;
- A registration certificate is needed for getting the individual identification code. The needed documents shall be submitted to the General Inspectorate for Immigration Constanta after signature of the labor contract in Romania;
- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases;
- Criminal record.

#### ***IMPORTANT!!***

***In the absence of the individual identification code, no payments can be made by SE RDA to the persons.***

#### **2) The selected persons from non-EU shall undertake the following steps:**





Programme funded by  
EUROPEAN UNION



- A letter for confirming the employment of the non-EU citizens according with the Order no 25/26.08.2014, art. 3 (2c) (with no mandatory condition of obtaining the employment notice) shall be issued by the General Inspectorate for Immigration Constanta;
- The long stay visa for employment purposes shall be obtained. In order to get the long stay visa for employment, selected persons shall submit to the Romanian Embassies/Consular Offices from their country of origin/residence an application file. It is mandatory to make proof of the renting contract in order to demonstrate the residency in Romania;
- A certificate for recognition of studies shall be issued by the National Ministry of Education. If the case may be, selected persons should prepare a set of documents to be submitted to the National Ministry of Education. SE RDA shall assist them in submitting the documents and getting the certificate of recognition of studies. Please note that the procedures of recognition and equivalence of bachelor diplomas does not apply to diplomas obtained in well-known, prestigious universities (please consult the list of well-known, prestigious universities, attached herewith);
- The individual labor contract shall be signed with the respective person. The execution of tasks may start immediately after the signature of the labor contract;
- The work permit shall be obtained by submitting the necessary documents to the General Inspectorate for Immigration Constanta. The issuance of the work permit is done in Romania, by Romanian authorities. Based on the work permit, the persons will obtain individual identification codes which will be used for labor contract taxation purposes;
- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases;
- Criminal record.

### **IMPORTANT!!**

***In the absence of the individual identification code, no payments can be made by SE RDA to the persons.***

**3) For Romanian citizens or for other citizens with legal working rights in Romania, the labor contract shall be signed after the submission of the following documents:**

- Identity Card - in copy;
- Documents proving length of service until present;
- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases;
- Criminal record.

### **IMPORTANT!!**

**The employment of Ukrainian people will be done in compliance with the legislation in force.**



## Application procedure

Interested applicants for any of these positions shall submit scanned copies of the following documents in original language with attached English language unofficial translation:

1. Up-to-date Resume (CV) (using the Euro pass format);
2. Declaration of the applicant regarding personal data - template in English language provided, signed (handwritten or electronically) - *Annex to Vacancy Announcement*;
3. Contact details of two persons who may provide professional references for the candidate (names, phone numbers and e-mail addresses) and who may be contacted during the recruitment process;
4. Proof of education (diplomas attesting a successful completion of the required level of education; diplomas or certificates indicating the completion of training or courses relevant for the position), including as unofficial English translation;
5. Proof of professional experience (certificates or other relevant documents proving professional work experience, clearly indicating name of employer, starting and finishing dates and the nature of duties carried out, such as official labour documents/certificates/ relevant sections of contracts etc), including as unofficial English translation;

Applications should be sent by e-mail to the: [recruitment@adrse.ro](mailto:recruitment@adrse.ro), specifying the position: PROJECT OFFICER ON PERMANENT DURATION.

The first three candidates who obtained the highest final scores, in descending order of centralized scores, are declared admitted for the requested positions.

A reserve list will be established.

**THE DEADLINE FOR SUBMITTING APPLICATIONS IS: 01.07.2022**

Only applications received by the closing date to this Vacancy Announcement will be eligible for consideration.

In case the deadline will be extended, the information will be posted on the programme website.

Nevertheless, please consider 01.07.2022 as deadline for submitting the applications.

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.

### Indicative Timetable

Deadline for submitting the documents by e-mail (application package)	01.07.2022
Information by e-mail about the results of the selection of CVs	08.07.2022
Submitting the complaints regarding the results of the selection of CVs	within 2 working days from the date of the e-mail announcing the decision of the Selection Committee
Information by e-mail about the results of the evaluation of the assets	15.07.2022
Submitting the complaints regarding the results of the evaluation of the assets	within 2 working days from the date of the email announcing the decision of the Selection Committee
Interview	25.07.2022 *
Information by e-mail about the results of the interview	27.07.2022
Submitting the complaints regarding the results of the interview	within 2 working days from the date of the email announcing the decision of the Selection Committee

- In case of a large number of candidates who will participate in the interview, the Selection Committee reserves the right to organise the interview over several days. Candidates will be informed in due time about this aspect by e-mail sent to the address communicated in the CV.



## Bibliography

1. **ENI CBC Black Sea Basin Joint Operational Programme 2014-2020** ([https://blacksea-cbc.net/wp-content/uploads/2022/01/JOP-BSB-2014-2020-revision-2\\_December-2021.zip](https://blacksea-cbc.net/wp-content/uploads/2022/01/JOP-BSB-2014-2020-revision-2_December-2021.zip))
2. **Annexes to ENI CBC Black Sea Basin Joint Operational Programme 2014-2020** (<http://blacksea-cbc.net/wp-content/uploads/2015/12/BSB-JOP-Annexes.rar>)
3. **Regulation (EU) No 232/2014** Establishing a European Neighbourhood Instrument (<http://blacksea-cbc.net/wp-content/uploads/2015/11/Reg-232-2014.pdf>)
4. **Implementing Regulation (EU) No 897/2014** Specific Provisions for the Implementation of Cross-Border Cooperation Programmes Financed under Regulation (EU) No 232/2014 of the European Parliament and the Council Establishing a European Neighbourhood Instrument (<http://blacksea-cbc.net/wp-content/uploads/2015/11/Reg-897-2014.pdf>)
5. **Implementing Regulation (EU) 2020/879 of 23 June 2020** amending Implementing Regulation (EU) No 897/2014 as regards specific provisions to align the provisions for the implementation of cross-border cooperation programmes financed under the European Neighbourhood Instrument with specific measures in response to the COVID-19 pandemic (<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32020R0879&from=EN>)
6. **Project Implementation Manual revision 3.1**, applicable starting with August 2021 ([https://blacksea-cbc.net/wp-content/uploads/2021/08/210806\\_PIM-3.1.zip](https://blacksea-cbc.net/wp-content/uploads/2021/08/210806_PIM-3.1.zip))