



Public notice
for
the selection of experts for the IPA-Adriatic CBC Programme Joint
Technical Secretariat to the Abruzzo Region

Annex A
Profile, required skills and requirements for participation

General Requirements

The participation in the Public Notice requires, **under penalty of exclusion**, the fulfilment of the general requirements listed below, as well as the specific requirements identified for each profile of interest as in this Annex:

- a) to be a citizen of Italy or of a European Union Member State or of a State participating in the IPA Adriatic CBC Programme, namely Albania, Bosnia and Herzegovina, Croatia, Greece, Montenegro, Serbia and Slovenia;
- b) non to be banned from public offices by a judgment that has the force of *res judicata*;
- c) not have been convicted or found guilty of criminal offence against the Public Administration;
- d) to enjoy civil and political rights.

Features and tasks

1. Coordinator of the Joint Technical Secretariat (senior)

Activities related to the supervision of the work conducted by the units making up the Joint Technical Secretariat (JTS), in order to ensure the smooth implementation and efficient and effective technical, administrative and financial management of the Programme, in particular by carrying out the following tasks:

- a) analysing the consistency between the activities envisaged by the IPA Adriatic Operational Programme and those realized by the single MA Units;
- b) identifying, analysing and solving criticalities related to the carrying-out of the activities by comparing/appraising the activities carried out and the expected results;
- c) evaluating the performance related to the tasks assigned to JTS members by elaborating result indicators with the aim of proposing the Managing Authority subsequent amendments to single members' tasks and roles;
- d) drawing up a monthly report on the functional progress of JTS units to be submitted to the Managing Authority;
- e) supporting the MA in monitoring the financial flow of the overall IPA Programme;
- f) supervising activity planning that JTS members will conduct in Italy and abroad, as well as on the occasion of their participation in conferences and Joint Monitoring Committees;
- g) assisting the Managing Authority in drafting the *Annual Report and final report on implementation* as in art. 112 Reg. 718 of 2007;

- h) supervising the activities of information, communication and promotion of the IPA Programme addressed to the beneficiaries and the stakeholders, with particular attention to the web site and the newsletter by analysing the content prepared by the JTS units and by defining relevance and priorities;
- i) methodological planning of initiatives in the Italian regions and foreign Countries participating in the Programme through the definition of the priorities against the content, after sharing information with the MA;
- j) evaluating and capitalizing the results of the IPA Adriatic Programme at national level through the analysis of the awarded project proposals by comparing them with the activities funded by other national and European cooperation programmes that operate in the area of the Adriatic region, as well as by identifying projects' best practices;
- k) supervising the financial monitoring of the Programme and of the selected projects by providing a detailed monthly report to the IPA Adriatic Programme Managing Authority;
- l) providing reports and statistics on the progress of the Programme to be submitted to the Managing Authority;
- m) preparing periodical reports on the expenses incurred by JTS to be submitted to the First Level Control Offices (FLCO);
- n) supporting the Managing Authority in the preparation of administration acts regarding financial and programming issues to be submitted to the Joint Monitoring Committee and to the European Commission;
- o) preparing possible calls for proposal for submitting project proposals;
- p) supporting the MA in drafting agreements (contracts) to be undersigned by project *Lead Partners*;
- q) elaborating manuals and forms for submitting project proposals and for the technical and financial project management both in Italian and English;
- r) preparing monthly progress reports on the Programme activities to be submitted to the MA.

2. Head of Project Management Unit(senior)

- a) Supervising the Joint Technical Secretariat work of Project Managers per each Country participating in the Programme (Italy, Greece, Slovenia, Albania, Bosnia and Herzegovina, Serbia, Montenegro and Croatia) with particular regard to the supervision of implementation and monitoring activities of projects by:
 - 1. verifying projects' implementation timetable, assessment of criticalities and identification of the related resolutions, analysis and validation of the consistency with monitoring tools, as well as supervision of the activities of exchange/appraisal between the expected results and the results achieved by the projects;
 - 2. assessing the activities foreseen and funded by other national and European cooperation Programmes implemented in the area embraced by the Adriatic Region, so as to appraise possible overlapping regarding the activities in the framework of the IPA Adriatic Programme, thus preventing identical activities from being funded;
- b) planning the contents and preparing the materials related to the training sessions, events and seminars to be realized at the premises of the Managing Authority with the Programme's beneficiary countries on the subjects related to the 3 Programme priorities: Economic, Social and Institutional Cooperation, Natural and Cultural Resources, and Risk Prevention, Accessibility and Networking;

- c) fostering and communicating the activities in progress in the framework of the IPA Adriatic 2007-2013 Programme-funded projects by defining the materials content as regards the Programme priorities to be published in the web site;
- d) supporting the Project Managers in the identification of good practices in the framework of the single countries involved in the Programme;
- e) supporting first level controllers (FLCO) and the Audit Authority regarding the identification of possible criticalities and solutions related to the procedures and the IPA Programme's projects implementation;
- f) facilitating the information flow between the Programme bodies and the project implementing bodies - so as to render it effective - by organizing the work of each Project Managers on the basis of the Project Cycle Management principles.

3. Project Manager for Italy for the Project Management Unit – Contact Point (senior)

- a) Supporting the Managing Authority in the implementation of the IPA Programme in Italy through information, communication and promotion of the results expected and achieved by project beneficiaries;
- b) Fostering the *cross-border* partnership implementation by permanently keeping in contact with the Italian national and local authorities involved in the Programme;
- c) Contributing to the organization of the initiatives planned by the Programme central structures in support to the diffusion of the procedures on project implementation;
- d) Supporting the Managing Authority in the evaluation and capitalization of the Programme results and the collection of *good practices*, both at local and national level and in activities that are complementary with other European Programmes involving Italy;
- e) Assisting and monitoring the projects assigned to the Managing Authority;
- f) On the basis of the IPA Adriatic Programme sources (PMCM), preparing the administration acts of *project change* as regards the projects to be submitted to the Managing Authority;
- g) Preparing the administration acts concerning the functions identified by PMCM on the projects and their implementation;
- h) Supporting the JTS Coordinator and Programme Assistant in the communication activities through the implementation of web sites and newsletters, and when, required by IPA Adriatic CBC Programme 2007- 2013 in English language.

4. Project Manager for Bosnia and Herzegovina for the Project Management Unit – Contact Point (senior)

- a) Supporting the Managing Authority in the implementation of the IPA Programme in Bosnia and Herzegovina through information, communication and promotion of the results expected and achieved by project beneficiaries;
- b) Fostering the *cross-border* partnership implementation by permanently keeping in contact with the Bosnian-Herzegovinian national and local authorities involved in the Programme;
- c) Contributing to the organization of the initiatives planned by the Programme central structures in support to the diffusion of the procedures on project implementation;
- d) Supporting the Managing Authority in the evaluation and capitalization of the Programme results and the collection of *good practices*, both at local and national level and in activities

- that are complementary with other European Programmes involving Bosnia and Herzegovina;
- e) Assisting and monitoring the projects assigned to the Managing Authority;
 - f) On the basis of the IPA Adriatic Programme sources (PMCM), preparing the administration acts of *project change* as regards the projects to be submitted to the Managing Authority;
 - g) Preparing of the administration deeds concerning the functions identified by PMCM on the projects and their implementation;
 - h) Supporting the JTS Coordinator and Programme Assistant in the communication activities through the implementation of web sites and newsletters, with particular regard to the translation of documents in the local language, and in English when required by IPA Adriatic CBC Programme 2007- 2013.

5. Project Manager for Croatia for the Project Management Unit – Contact Point (senior)

- a) Supporting the Managing Authority in the implementation of the IPA Programme in Croatia through information, communication and promotion of the results expected and achieved by project beneficiaries;
- b) Fostering the *cross-border* partnership implementation by permanently keeping in contact with the Croatian national and local authorities involved in the Programme;
- c) Contributing to the organization of the initiatives that are planned by the Programme central structures in support to the diffusion of the procedures on project implementation;
- d) Supporting the Managing Authority in the evaluation and capitalization of the Programme results and the collection of *good practices*, both at local and national level and in activities that are complementary with other European Programmes involving Croatia;
- e) Assisting and monitoring the projects assigned to the Managing Authority;
- f) On the basis of the IPA Adriatic Programme sources (PMCM), preparing the administration acts of *project change* as regards the projects to be submitted to the Managing Authority;
- g) Preparing of the administration deeds concerning the functions identified by PMCM on the projects and their implementation;
- h) Supporting the JTS Coordinator and Programme Assistant in the communication activities through the implementation of web sites and newsletters, with particular regard to the translation of documents in the local language, and in English when required by IPA Adriatic CBC Programme 2007- 2013.

6. Project Manager for Serbia for the Project Management Unit – Contact Point (senior)

- a) Supporting the Managing Authority in the implementation of the IPA Programme in Serbia through information, communication and promotion of the results expected and achieved by project beneficiaries;
- b) Fostering the *cross-border* partnership implementation by permanently keeping in contact with the Serbian national and local authorities involved in the Programme;
- c) Contributing to the organization of the initiatives that are planned by the Programme central structures in support to the diffusion of the procedures on project implementation;

- d) Supporting the Managing Authority in the evaluation and capitalization of the Programme results and the collection of *good practices*, both at local and national level and in activities that are complementary with other European Programmes involving Serbia;
- e) Assisting and monitoring the projects assigned to the Managing Authority;
- f) On the basis of the IPA Adriatic Programme sources (PMCM), preparing the administration acts of *project change* as regards the projects to be submitted to the Managing Authority;
- g) Preparing of the administration deeds concerning the functions identified by PMCM on the projects and their implementation;
- h) Supporting the JTS Coordinator and Programme Assistant in the communication activities through the implementation of web sites and newsletters, with particular regard to the translation of documents in local language, and in English when required by IPA Adriatic CBC Programme 2007- 2013.

7. Programme Assistant (senior)

- a) Supporting the Managing Authority in the management of institutional liaisons on the implementation of the IPA Adriatic Programme goals with the European Commission, the Programme Authority (the Audit Authority and the Certifying Authority), the IPA Adriatic Programme First Level Controllers, the national and international institutions, the regional authorities;
- b) Preparing relevant press releases for the *networks* on Managing Authority activities, as well as on the IPA Adriatic Programme events both in Italy and the Countries participating in the Programme;
- c) Organizing Joint Monitoring Committee and Selection Committee meetings, cross-border Conferences and cross-border technical work groups through the preparation of the Programme and the exchange with the participants;
- d) Organizing promotional events of the IPA CBC Adriatic Programme;
- e) Supporting the MA for drawing up the administration acts and reports to be forwarded to the European Commission, JMC, national and regional authorities;
- f) Supporting the MA in implementing the Communication Plan, in carrying out activities of promotion, information and visibility of the IPA Programme addressed to the various *target groups* identified across the eligible territories, across their respective Countries or in other macro-regions, in particular throughout the countries involved in the neighbourhood and pre-accession policies.

8. Administrative Manager Senior (senior)

- a) Supporting the Managing Authority in managing liaisons in relation to the implementation of the IPA Programme goals, with the European Commission, the Programme Authorities, the Audit Authority, the First Level Controllers, national and international institutions and the relevant *networks*, as well as in elaborating/revising multi-year programming documents and drafting administrative acts concerning implementation and programming;
- b) Supporting to the organization of the Joint Monitoring Committee and Selection Committee meetings, cross-border conferences and cross-border technical work groups by preparing the programme and liaising with the participants;
- c) Supporting the MA in drafting administration acts, in order to implement the Joint Monitoring Committee's decisions, and in elaborating the reports to be submitted to the

- Joint Monitoring Committee and the European Commission (including the Annual Implementation Report) in accordance with the terms envisaged by the Programme. The reports shall be elaborated in both Italian and English;
- d) Supporting the MA in the implementation of the Communication Plan, the carrying out of the IPA Programme activities of promotion, information and visibility at the benefit of the *target groups* identified across the eligible territories, in the respective Countries or in other macro-regions, in particular across the countries involved in neighborhood and pre-accession policies;
 - e) Supporting the MA in collaboration with other Programme Bodies for the drafting of the reports - both in Italian and in English - to be submitted to the Joint Monitoring Committee and the European Commission (including AER), in accordance with the terms envisaged by the Programme (these reports will be filed in a data base to be set up and updated, which includes the Programme and projects indicators).
 - f) Preparing possible calls for proposal;
 - g) Elaborating manuals and forms for the submission of possible project proposals and for the technical and financial management of the projects, both in Italian and in English;
 - h) Supporting the MA in drafting agreements (contracts) to be undersigned with the projects' *Lead Partners*;
 - i) Disseminating information and implementing publicity measures of the Programme and projects also by updating the Programme web site;
 - j) Updating management/monitoring system, in order to elaborate physical and statistical financial data;
 - k) Elaborating manuals in Italian and English that provide elements for the technical and financial project management including standard forms (form for inter-partnership agreements, guide-lines, etc.), support to the First Level Control Office in the preparation of financial statement forms both in Italian and in English;
 - l) Carrying out information activities and providing support to the *applicants* (e.g. through the preparation and updating of the *applicants' package*);
 - m) Encouraging the implementation of cross-border partnerships by liaising with the national bodies involved in the Programme in the various Countries;
 - n) Preparing concepts for the Selection Committee to assess possible project proposals according to the criteria established by the Monitoring Committee;
 - o) Assisting the Coordinator of the Joint Technical Secretariat in the preparation of the financial statement concerning the expenses incurred by the JTS functioning.

9. Financial Manager (junior)

- a) Implementing and updating the forms for submitting the financial statements;
- b) Drawing up the Programme implementation and appraisal documents, with particular regard to the financial aspect;
- c) Verifying the reports on financial and procedural progress forwarded by the projects, and informing the Project Partners about possible divergences compared to the time schedule or to the activities content;
- d) Preparing the documents necessary for the Joint Monitoring Committee's decisions on extraordinary requests by Projects concerning contributions and substantial budget changes, etc.;
- e) Integrating and updating the Programme financial management/monitoring system (MIS);

- f) Preparing quantitative and qualitative statistical analysis on Programme indicators as regards the Projects' financial progress;
- g) Ensuring support in the implementation of the other Programme activities, such as presentation events, forums, workshops, etc.;
- h) Providing support and assistance to the Lead Partners and the Project Beneficiaries in collaboration with the unit "*Contact Point and Project management*" concerning the financial issues referring to the data on the progress of aligning and restructuring the budget;
- i) Monitoring the commitments and payments of Community funds at Programme level;
- j) Supporting the Managing Authority in drafting the administration acts concerning financial issues and programming and in general for the achievement of a sound financial management;
- k) Supporting the Managing Authority in drafting reimbursement administrative acts to the Lead Beneficiaries of the certified expenditures;
- l) Supporting the Certifying Authority in drafting the payment claims to the European Commission through a preliminary appraisal and transmission of all necessary information on the procedures and the verifications carried out on the expenditure, in order to be certified;
- m) Supporting the Audit Authority providing a regular preliminary appraisal and transmission of the reports on financial and procedural progress;
- n) Supporting the FLCO for the validation of the reported expenditure by examining all operations for which the Italian beneficiaries have submitted a statement of expenditure;
- o) Examining all the certifications of the expenditure reported by the Beneficiaries;
- p) Verifying the formal correctness of the validated statements of expenditure and preparation of the statements of expenditure to be conveyed to the Certifying Authority.

10. M.I.S. Manager and Developer (junior)

- a) Planning, organizing, controlling and evaluating the operations of the M.I.S. Programme information and management system for the procedural monitoring and the financial reporting of the IPA Adriatic projects;
- b) Developing and implementing the procedures for the electronic data processing in the M.I.S.;
- c) Supporting M.I.S. users (Programme Authorities, JTC, FLCOs, Final Beneficiaries) so as to allow for the correct use of the M.I.S. Programme and the prompt solution of the specific technical problems encountered;
- d) Activity of bug fixing aiming at correcting the mistakes on M.I.S. safety and execution;
- e) Maintaining and developing new functions as regards the collection of data, storage of the data collected by archiving, processing and turning the latter into information; dissemination of the information to the Users;

11. Administrative Expert (junior)

- a) Supporting the Managing Authority in implementing the IPA Programme goals and liaising with the European Commission, the Programme Authorities, the First Level Controllers, national and international institutions, and the relevant networks, as well as in elaborating/revising multi-annual programme documents and in drawing up the administration acts concerning the implementation, financial reporting and programming;

- b) Supporting the Managing Authority for the organization of the meetings of the Joint Monitoring Committees, Selection Committees, cross-border Conferences and cross-border working technical groups, also through the Programme preparation and liaising with the participants;
- c) Supporting the Managing Authority in drawing up administration acts, in order to implement the decisions of the IPA Adriatic Programme Joint Monitoring Committee for the elaboration of the reports to be submitted to the Joint Monitoring Committee and the European Commission (including the Annual Execution Report) in compliance with the terms envisaged by the Programme. The reports shall be prepared both in Italian and in English;
- d) Supporting the MA in implementing the Communication Plan, in carrying out the activities of promotion, information and visibility of the IPA Programme addressed to the various target groups identified throughout the eligible territories, in the respective Countries or in other macro-regions, in particular in the countries involved by neighborhood and pre-accession policies;
- e) Elaborating manuals and formats for the technical and financial management of the projects both in Italian and in English;
- f) Assisting the Coordinator of the Joint Monitoring Committee in preparing the financial reporting of the expenditure incurred for the JTS functioning;
- g) Setting up of paper and electronic archives of official documents;
- h) Assisting the JTS Coordinator in the preparation of the financial reporting of the expenditure incurred for its activities.

Specific Requirements

1. Coordinator of the Joint Technical Secretariat (senior)

- At least 4-year university degree preceded by a high school diploma;
- 10-year of experience after the university degree path in the field of European Union-co-financed cross-border and/or cross-border and/or interregional projects, of which at least 5 years in the management of European Union-funded Programmes;
- Experience in team management;
- Detailed knowledge of Community regulations and legal framework applicable to the Instrument of Pre-Accession (IPA) funds;
- Knowledge of the functions and roles of Programme Authorities and bodies;
- Knowledge of the functions and roles of First Level Control Offices of the IPA CBC Programma Participating Countries;
- Knowledge of cross-border project management financed under the Instrument of Pre-Accession;
- Knowledge of the main functions of a Joint Technical Secretariat;
- Experience in project cycle management;
- Command of written and spoken English at least equivalent to CEFR (Common European Framework of Reference) level C1; the knowledge of the Italian language would be an asset;
- Computer literacy, in particular Microsoft Office;
- Willingness to travel frequently in Programme area.

2. Head of the Project Management Unit(senior)

- 4-year university course certified by a diploma;
- At least 5-year experience in the management of European Union-funded programmes;
- At least 3-year experience in managing European cooperation programmes (Interreg/Cards/Phare);
- Good knowledge of the European institutional and regulatory framework;
- Excellent ICT skills, in particular Word, Power Point, Excel, Internet, legal data bases;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1; the knowledge of Italian language would be an asset.;
- Capacity: experience in team leading, good knowledge and understanding of the Programme territorial area, good knowledge of project management, including financial project cycle management.

3. Project Manager for Italy for the Project Management Unit – Contact Point (senior)

- At least 4-year university degree, preceded by a high school diploma;
- 5-year professional experience after the university degree, of which at least 4 in administrative and technical management including assistance to applicants and to projects' beneficiaries in the field of European Union co-funded cross-border and/or transnational and/or interregional Programmes (Interreg/Cards/Phare), of which at least 3 in European Union co-funded cross-border programme management;
- Experience in project cycle management and preliminary evaluation of projects in the scope of cross-border and/or transnational and/or interregional co-funded European Programmes (Interreg/Cards/Phare);
- Excellent ICT skills, in particular Microsoft Office, Internet; legal data bases;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. Excellent command of Italian to be assessed during the interview.

4. Project Manager for Bosnia and Herzegovina for the Project Management Unit – Contact Point (senior)

- At least 4-year university degree, preceded by a high school diploma;
- 5-year professional experience after the university degree, of which at least 4 in administrative and technical management including assistance to applicants and to projects' beneficiaries in the field of cross-border and/or transnational and/or interregional European Union co-funded Programmes (Interreg/Cards/Phare), of which at least 3 in European Union co-funded cross-border programme management;
- Experience in project cycle management and preliminary evaluation of projects in the scope of cross-border and/or transnational and/or interregional co-funded European Programmes (Interreg/Cards/Phare);
- Excellent ICT skills, in particular Microsoft Office, Internet; legal data bases;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. Excellent knowledge of the language of Bosnia and Herzegovina. Knowledge of Italian would be an asset to be assessed during the interview.

5. Project Manager for Croatia for the Project Management Unit – Contact Point (senior)

- At least 4-year university degree, preceded by high school diploma;

- 5-year professional experience after the university degree, of which at least 4 in administrative and technical management including assistance to applicants and to projects' beneficiaries in the field of cross-border and/or transnational and/or interregional European Union co-funded Programmes (Interreg/Cards/Phare), of which at least 3 in European Union co-funded cross-border programme management;
- Experience in project cycle management and preliminary evaluation of projects in the scope of cross-border and/or transnational and/or interregional co-funded European Programmes (Interreg/Cards/Phare);
- Excellent ICT skills, in particular Microsoft Office, Internet; legal data bases;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. Excellent knowledge of the Croatian language. Knowledge of Italian would be an asset to be assessed during the interview.

6. Project Manager for Serbia for the Project Management Unit – Contact Point (senior)

- At least 4-year university degree , preceded by high school diploma;
- 5-year professional experience after the university degree in technical and administrative management, of which 4 in administrative and technical management including assistance to applicants and to projects' beneficiaries in the field of cross-border and/or transnational and/or interregional European Union co-funded Programmes (Interreg/Cards/Phare), of which at least 3 in cross-border European Union co-funded programme management;
- Experience in project cycle management and preliminary evaluation of projects in the scope of cross-border and/or transnational and/or interregional co-funded European Programmes (Interreg/Cards/Phare);
- Excellent ICT skills, in particular Microsoft Office, Internet; legal data bases;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. Excellent knowledge of Serbian language. Knowledge of Italian would be an asset to be assessed during the interview.

7. Programme Assistant (senior)

- At least 4-year university degree certified by a diploma;
- At least 5-year relevant professional experience after the university degree in the scope of European Union-funded Programmes;
- Good knowledge of the IPA Adriatic cross-border cooperation Programme and its main documents (in particular: Operational Programme, Implementation Programme, Programme Management and Control Manual);
- Knowledge of European institutions and European pre-accession policies;
- Knowledge of Project Management techniques;
- Good ICT skills and experience in communication management via web;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. Knowledge of Italian would be an asset to be assessed during the interview.
- Familiarity with the media

8. Administrative Manager (senior)

- At least 4-year university degree certified by a diploma;

- At least 5-year postgraduate professional experience after the university degree, of which at least 4 years gained in technical and administrative management, including preparation of public procedures and verification of the eligibility of expenditure, at level of EU co-funded cross-border and/or transnational and/or interregional Programmes management (INTERREG/CARDS/PHARE), of which at least 3 years gained in managing EU co-funded cross-border Programmes (INTERREG/CARDS/PHARE);
- Experience in drawing up documents on programming, evaluation, preliminary appraisal, management and financial reporting of projects, including the documentation for supporting the implementation;
- Experience in Project Cycle Management;
- Excellent PC command, in particular Word, Power Point, Excel, Internet, legal data bases;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. The knowledge of Italian would be an asset to be assessed during the interview.

9. Financial Manager (senior)

- At least 4-year university degree, preceded by high school diploma;
- 5 years of experience after the university degree in the framework of financial management, monitoring, expenditure admissibility verification of the EU co-financed cross-border and/or transnational and/or interregional programmes management (INTERREG/CARDS/PHARE) of which at least 1 in the framework of the EU co-funded financed cross-border Programmes management (INTERREG/CARDS/PHARE)
- Excellent PC command, in particular database management;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. Knowledge of Italian would be an asset to be assessed during the interview.

10. MIS Manager and Developer (junior)

- High School Diploma allowing for the access to university;
- At least 5-year experience in Data Base management, data processing and system analysis, software development, management information system (M.I.S.), data administration, software engineering, network design or programming, including experience as a supervisor;
- Good knowledge of the Programme M.I.S. management information systems; program technologies and languages proved by work experience;
- Good Knowledge of management and control systems of European Union funded Programmes;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. Knowledge of Italian would be an asset to be assessed during the interview.

11. Administrative Expert (junior)

- 4-year university degree, preceded by high school diploma;
- 3-year of professional experience after the university degree in the framework of technical and administrative management of European Union co-funded projects;

- Knowledge of Community regulations and of the legal frameworks applying to the pre-accession instrument (IPA);
- Experience in the preparation of administration acts, programming documents, projects' management and accounting;
- Knowledge of main functions of a Joint Technical Secretariat;
- Knowledge of the functions and roles of the Programme authorities and bodies;
- Excellent ICT skills, in particular Power Point, Excel, Internet;
- Command of English at least equivalent to CEFR (Common European Framework of Reference) level C1. Knowledge of Italian would be an asset to be assessed during the interview.