Public Notice
for
the selection of experts for the Joint Technical Secretariat at the Abruzzo Region of the
Programme IPA-Adriatic

Annex A

Profile, skills required and participation requirements

General Requirements

Participation in the Notice requires, **under penalty of exclusion**, the possession of the general requirements listed below, as well as the specific requirements identified in respect of each profile interested in this Annex A.

a) to be a citizen/Italian or of a Member State of the European Community or of a State member participating in the Programme IPA Adriatic CBC, namely Albania, Bosnia and Herzegovina, Croatia, Greece, Montenegro, Serbia and Slovenia;
b) not to be banned from any public office on the basis of *res judicata*
c) to have no prior criminal convictions for crimes against the public administration;
d) to enjoy civil and political rights.

Activities

1. **Program Finance Manager (Senior)**

a) Implementing and updating the forms for submission of financial reports;
b) Drawing up of documents for implementation and verification to the European Commission of the Programme with particular reference to financial aspects;
c) Drawing up documents related to certification and verification of the Programme with particular reference to the financial aspect;
d) Monitoring commitments and payments of EU funds of the Programme to verify the reports of financial and procedural progress, identifying any deviations from the timetable of the program or content of activities and proposing possible solutions to the Project Partners;
e) Providing the necessary documents for the decisions of the Joint Monitoring Committee about extraordinary requests concerning changes in contribution, substantial project budget change, etc;
f) Supplying and updating the system of management / financial monitoring of the Programme (MIS) through the processing of economic data useful to the Financial Monitoring for related input.
g) Statistical analysis of quantitative and qualitative indicators, relating to financial progress of the projects to be submitted to the actors of the Programme;
h) Participating, as a speaker, to project seminars and conferences;

i) Supporting Lead Partners and Beneficiaries of Projects with the unit "Contact Point and Project management" on financial issues related to data on the progress to the alignment and budget adjustments;

j) Supporting the Managing Authority in drafting administrative acts relating to financial issues and programming and in general for the achievement of sound financial management;

k) Supporting the Certifying Authority in the preparation of requests for reimbursement to the European Commission providing for the preliminary study and transmission of all necessary information on the procedures and checks carried out on costs for their certification;

l) Supporting the Audit Authority on regular investigation of administrative and accounting documents in order to process the reports of financial and procedural progress;

m) Supporting the FLCO for validation of expenditure reported by verification of all transactions carried out and for which Italian beneficiaries submitted the statement of expenditure;

n) Preparing for validation, all certifications of the expenditure reported by the beneficiaries;

o) Check the formal correctness of validated expenditure declarations and preparation of statement of expenditure to be transmitted to the Certifying Authority;

p) Establish internal procedures for the verification of reports of financial and procedural progress;

2. **M.I.S. Manager and Developer (Junior)**

a) Planning, monitoring and evaluating the operations of the information and management system of the MIS Programme for monitoring procedures and financial reporting of IPA Adriatic projects;

b)Developing and implementing procedures for the electronic processing of dates in the MIS;

c) Supporting users M.I.S. (Authority of the Program, STC, FLCO's, Final Beneficiaries) in order to allow the correct use of the Program and the MIS including timely solutions to specific technical problems;

d) Carrying out *bug fixing* activities; designed to remove performance and safety mistakes of the MIS system;

e) Developing and managing new features regarding the collection of data, their storage through archiving, processing of the same for the transformation into information and the dissemination of these Subjects to Users;

3. **Language Expert (Senior)**

a) Assisting the Joint Technical Secretariat for all activities related to the implementation of the Program through translation of documents relating to all the administrative and procedural aspects of the Programme and interpretation during meetings with the partners of the program, from the Italian language to English and from English to Italian;

b) drawing up of the minutes in English, related to the sessions of the official structures of the program: Joint Monitoring Committee, the Steering Committee and the Joint Technical Secretariat;

c) Translating and revising of the official documents transmitted by the structures of the IPA Adriatic to the DG Regio of the European Commission, in charge of the programme and *vice versa*

<u>**Specific Requirements**</u>

1. **Program Finance Manager (Senior)**

➢ Having achieved a university degree of at least 4 years;
➢ professional post-graduate experience of at least 5 years in planning and financing activities, at least 4 of which accrued in financial management, monitoring, verification on expenditure eligibility at the level of cross-border management of programs and / or transnational and / or interregional co-financed with EU funds (INTERREG / CARDS / PHARE), at least 3 of which accrued in terms of management of cross-border programs co-financed with EU funds (INTERREG / CARDS / PHARE);
➢ Excellent knowledge of computer use, especially in database management;
➢ Knowledge of Italian language at B2 level of the CEFR and knowledge of English at level C1 of the CEFR.

2. **MIS Manager and Developer**

➢ Basic knowledge of English language
➢ At least 5-year professional experience in Data Base management, data processing and system analysis, software development, management information system (M.I.S.), data administration, good knowledge of computer networks or programming;
➢ Experience in the field of technologies and program languages of management information systems (MIS)
➢ Excellent knowledge of main operating systems: Windows, Linux, UNIX
➢ Excellent knowledge Office package
➢ Installation, configuration and management of Oracle database
➢ Installation, configuration and management of Sql Server database
➢ Design and implementation of the main DBMS (Access Oracle SQl Server My SQL)
➢ Basic knowledge of the following programming languages:
    c,c++,c#,java,JavaScript,asp.net, php, html,CSS

Language Expert (Junior)

➢ Having achieved a university degree of at least 4 years;
➢ Professional experience *post lauream* equal to at least 5 years of technical and administrative management, including the preparation of supporting documents as part of the implementation of cross-border programs and / or transnational and / or interregional co-financed with EU funds (INTERREG / CARDS / PHARE), at least 1 year of which matured in terms of management of cross-border programs co-financed with EU funds (INTERREG / CARDS / PHARE. Experience of at least 3 years in the translation and / or interpretation;

- Excellent knowledge of computer use, in particular Word, PowerPoint, Excel, Internet, data base.
- Perfect knowledge of the Italian language to be assessed during the interview and perfect knowledge of English, written and spoken: must be native speakers or have achieved the High school of interpreter or equivalent.