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JOINT MANAGING AUTHORITY OF THE 2007-2013 ENPI CBC
MEDITERRANEAN SEA BASIN PROGRAMME
OPERATIONAL MANAGEMENT UNIT

PUBLIC NOTICE

DETERMINATION N.349/21 of 27.02.2015
AMENDED BY DETERMINATION N. 97/1365 OF 22/06/2016

for the constitution of a ranking list for the awarding of coordinated and continuous collaboration contracts within the framework of the Joint Technical Secretariat (JTS) of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013

Profile of JTS FINANCIAL OFFICER

Art. 1 Object of the notice

In accordance with the determination n. **349/21 of 27.02.2015 as amended by determination n. 97/1365 of 22.06.2016**, the Joint Managing Authority (JMA) of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013, launches a comparative public selection procedure for the constitution of a ranking list to be used for the awarding of professional mandates (coordinated and continuous collaboration) concerning the profile of **Financial Officer** within the Joint Technical Secretariat (JTS) of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013.

The costs related to the above-mentioned coordinated and continuous collaboration contracts will be covered by the dedicated resources foreseen in the Technical Assistance budget of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013 (European Union resources).

The publication of this notice, the conduction of the procedure and the constitution of the final ranking list do not create any obligation for the Regional administration to proceed with the conclusion of contracts and do not open rights for the applicants to be awarded contracts by the Regional administration.

The Regional administration reserves the right to suspend, modify and cancel this comparative procedure at any time and independently of its state of advancement and, in any case to proceed with the conclusion of the contracts exclusively on the basis of the real needs of implementation of the Programme, without giving the right to the concerned persons to obtain any compensation or indemnity from the Administration.

Art. 2 Description of the activities and requested services

The Joint Technical Secretariat provides technical and administrative assistance to the JMA in the daily management of the Programme, mainly in the following activities:

1) Programme management



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- Support to the JMA in the organisation and preparation of the meetings of the Joint Monitoring Committee (JMC) and of the training and information events of the Programme;
- Support to the JMA in drafting activity reports to be submitted to the JMC and to the European Commission according to the timing provided by the Programme;
- Support to the JMA in the management of the Programme technical assistance services, including activities related to the monitoring system of the Programme and projects;
- Support to the JMA in the definition and implementation of the Programme information and communication plan;

2) Project cycle (development and implementation)

- Preparation of the manuals for the technical and financial management of projects and of the standard templates, including reporting templates;
- Verification of technical and financial reports submitted by project Beneficiaries;
- Verification of requests for payment submitted by project Beneficiaries prior to their transmission to the JMA financial and certification Unit;
- Monitoring of projects during their implementation phase and assistance to Beneficiaries in the technical and financial management.

The main tasks assigned to the JTS Financial Officer are listed below:

- Collaboration with the JMA in the definition and development of the financial management procedures;
- Follow-up of and support in project implementation, and information of Beneficiaries on issues related to the financial management of projects;
- Assessment of project financial reports;
- Verification of payment requests submitted by project Beneficiaries;
- Monitoring of the state of progress of the projects' expenditures and, more generally, of the various financial issues related to the management of the Programme;
- Maintenance of the financial database of the Programme;
- Advice on eligibility of expenditures, public procurement and state aid rules, budget and partnership changes, expenditure verification and audit on a sample of projects;
- Collaboration with the JMA in the preparation of financial reports to be submitted to the JMC and to the European Commission;
- Presentation of project-related issues during internal meetings and external events of the Programme.

Art. 3 Features of the collaboration



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The ranking list established on the basis of this public notice will remain in force for a maximum period of three years, not exceeding in any case the execution period of the Programme, and may be used for awarding **coordinated and continuous collaboration** contracts not exceeding 36 months, renewable only once for the same duration and in any case not exceeding the execution period of the Programme, according to article 6 bis, paragraph 2, of the Regional law n. 31 of 13.11.1998, as modified by article 1, paragraph 44 of the Regional law n. 1 of 14.05.2009 (Budget law of 2009).

The JMA will stipulate the coordinated and continuous collaboration contracts based on the real needs of implementation of the Programme, according to applicable Italian tax and social security laws.

The **annual gross salary**, including taxes and pension contribution to be paid by the collaborator is established at € 47.616,00 (forty-seven thousand, six hundred and sixteen/00).

This amount will be proportionally reduced for contract periods shorter than one year.

The remuneration foreseen by the collaboration contract will be paid through deferred monthly instalments, upon presentation of a report containing the description of the activities carried out by the collaborator and of the objectives achieved.

The place of assignment will be Cagliari (Italy).

Travels may be foreseen in the Programme cooperation area for the fulfilment of the tasks foreseen by the contract, upon request of the responsible Director.

The duly justified mission costs (travel, accommodation, subsistence) incurred during the contract will be reimbursed within the limits set for the civil servants of the Regional Administration.

The coordinated and continuous collaboration contracts will define the specific modalities for the execution of the assigned office.

The coordinated and continuous collaboration relation which may be established on the basis of the ranking list constituted on the basis of this public notice will be formalized through a collaboration contract with the concerned person. The contract will define the object of the collaboration and the related modalities of execution, its duration, the place of work and any other legal, economic, fiscal and pension aspects. The contract will also specify that the services provided by the collaborator, of a strictly personal nature, do not create any form of exclusivity and of subordination towards the Regional Administration. The collaborator shall nevertheless take into account the instructions of the responsible JMA director to whom he/she shall refer periodically the results of its activities, in view of the necessary coordination of the services provided with the set goals.

The awarding of a contract does not create in any case a public service relation with the Autonomous Region of Sardinia.

In the execution of its tasks, the collaborator is bound to professional secrecy and shall abstain from treating issues in which himself/herself, his/her relatives or his/her relatives in law have an interest.

For the entire duration of his/her mandate, it is forbidden to the collaborator to be engaged in any other mandate or consultancy which may put him/her in a situation of conflict of interest. The failure in observing these obligations or the occurrence, during the execution of his/her mandate, of reasons of incompatibility or conditions of conflict of interest will determine the end of the mandate itself. The collaborator is subject to the incompatibility provisions foreseen by article 53 of the D.Lgs. 165/2001. He/she is also bound to observe the conduct obligations foreseen by the Conduct Code of the Autonomous Region of Sardinia approved by deliberation of the Regional Government No. 3/7 of 31 January 2014.



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At the moment of signing the contract, the collaborator shall provide a specific declaration attesting the absence of any cause of incompatibility or conflict of interest in relation to the mandate he/she is going to receive, in accordance with the provisions mentioned above.

Art. 4 Criteria for the submission of applications

The persons satisfying the following admission criteria by the deadline of this notice can submit their application:

- a. citizenship of Member State of the European Union, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA), a Member State of the EEA or a country that is eligible according to articles 8 and 9 of the Regulation (EU) No 236/2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action;
- b. possession of civil and political rights;
- c. absence of sanctions under penal law or of ongoing penal procedures in Italy and abroad;
- d. absence of actions in his/her regards concerning the application of prevention measures, civil decisions and administrative provisions registered in the court records;
- e. never having been deprived nor laid off from public administration and never having been deprived from a position in the public administration for having obtained it by supplying false or absolutely invalid documents;
- f. having not other impediments related to one's working or professional activity;
- g. knowing and accepting all the conditions contained in this notice;
- h. possession of the following compulsory minimum requirements related to the profile of JTS Financial Officer:
 - A level of education corresponding to completed university studies attested by a degree (bachelor degree or equivalent);
 - At least 5 years experience in the financial management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation;
 - Good knowledge of European Union institutions and policies related to Euro-Mediterranean relations, territorial cooperation and territorial development;
 - Sound knowledge of European Union financial legislation, procedures and tools;
 - Budget planning and accounting skills;



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- Knowledge of written and spoken English and French corresponding to the C1 level of the Common European Framework of Reference for Languages¹ or equivalent;
- Good communication and presentation skills;
- Computer literacy (principal Office software, perfect use of Excel);

For the verification of the compulsory minimum requirements specified above in point h. of this article, only the experiences relevant to the profile for which the application is presented will be taken into consideration and assessed.

Art. 5 Modalities for the selection of candidates and for the constitution of the ranking lists

The selection will be articulated in two different steps:

1st Step: verification of the formal regularity of the applications received and preselection of the requests by an evaluation Commission internal to the regional Administration, established by the JMA. In particular, the Commission will verify the possession of the compulsory admission criteria specified in article 4 of this public notice. Then the Commission will assign the scores on the basis of the selection criteria specified in article 6 of this public notice, up to a maximum of 16 points. The purpose of this first step is that of establishing a preliminary ranking list based on the scores assigned. Only the first 15 candidates, meaning those who will obtain the higher scores, will pass to the second step of the selection, under the condition that they obtain **a score equal to or higher than 8 points**.

2nd Step: the 15 preselected candidates will participate in the final interview conducted by an evaluation Commission established by the JMA and composed of representatives of the regional Administration and of the countries participating in the Programme or of English, French and Arabic mother tongue experts. The interview will have the objective of verifying the possession of the knowledge and competences declared by the candidate and it will lead to the attribution of maximum 10 points on the basis of the specific criteria specified in article 6 of this public notice. In order to be included in the final ranking list, candidates shall obtain **a minimum score of 5 points** during the interview; candidates who will obtain less than 5 points during the interview will be excluded from the selection. The interview will be conducted in English, French; only for candidates who declare the knowledge of Arabic in the request for participation, part of the interview will be conducted in Arabic too. The JMA will reimburse the duly justified travel costs (accommodation and subsistence excluded) incurred by candidates participating in the final interviews.

The final ranking list will be established on the basis of the total scores awarded in the two evaluation Steps, up to a total of **maximum 26 points**.

Only candidates having participated in both Steps of the selection will be included in the final ranking list.

In case of equal scores awarded, priority will be given to the youngest applicant.

During all phases of the selection procedure, at the request of the JMA, candidates shall be able to provide certificates and supporting documents demonstrating the possession of the declared qualifications and experiences. Candidates who are unable to document or demonstrate what he/she

¹ See the self assessment grid at: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>.



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declared, he/she is excluded from the selection procedure or from the final ranking lists or, in any case, the JMA may not sign the collaboration contract.

Candidates will have to make sure that they have obtained or can obtain the work permit enabling them to work in Italy.

Art. 6 Selection criteria and scoring

For the candidates who satisfy the admission criteria specified in article 4 of the present notice, the evaluation Commission(s) will proceed in assigning the scores on the basis of the **selection criteria** detailed below.

Only the experiences that are relevant to the profile for which the application is made will be taken into consideration and assessed for the assignation of scores.

SELECTION CRITERIA	SCORES
Assessment of the curriculum vitae	Maximum total 16 points
Further experience, in addition to the 5 years required as minimum admission requirement, in the financial management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 6 points
Experience in managing data bases and in using procedures and systems for the monitoring of programmes	0,5 point for each year or for each fraction equal to or higher than six months, up to a maximum of 2 points
Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries ²	0,5 point for each year or for each fraction equal to or higher than six months, up to a maximum of 2 points
Professional experience in the frame work of cooperation programmes/projects financed by the European Neighbourhood and Partnership Instrument ENPI CBC 2007-2013	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 3 points
Experience in the use of the Project Cycle Management methodology	0,5 point for each year or for each fraction equal to or higher than six months, up to a maximum of 1 point
Teamwork experience in international and multicultural environment	0,5 point for each year or for each fraction equal to or higher than six months, up to a maximum of 2 points
Interview	Maximum total 10 points

² The following are considered as Mediterranean Partner Countries: Egypt, Israel, Jordan, Lebanon, Palestine, Syria, Tunisia.



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Knowledge of European Union financial legislation, procedures and tools as well as of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI CBC 2007-2013	Maximum 4 points
Knowledge of budget planning and accounting issues	Maximum 2 points
Communication and presentation skills	Maximum 2 points
Knowledge of Arabic corresponding to the C1 level of the Common European Framework of Reference for Languages ³ or equivalent	Maximum 2 points

Art. 7 Modalities for the submission of applications and deadline

Under penalty of exclusion, applicants shall submit the following documents completed in English or French:

1. **Request for participation.** The related format (Attachment A to the present notice) is available on the website www.regione.sardegna.it/servizi/cittadino/concorsi/ and on the website www.enpicbcmmed.eu; applications submitted in other languages will not be taken into consideration. Under penalty of exclusion, the submitted request for participation must bear the candidate's hand written signature.
2. **Copy of a valid Identification Document.**

Moreover, the following documents shall be annexed to the Request for participation:

3. **Curriculum vitae** written in English or in French following the European format, duly dated and signed. The related format (Attachment B to the present notice) is available on the website www.regione.sardegna.it/servizi/cittadino/concorsi/ and on the website www.enpicbcmmed.eu.
4. **Cover letter** of maximum one page, duly dated and signed, briefly describing the motivation as well as the experiences, competences and qualifications declared by the candidate. The letter must be drafted in French (if the CV is drafted in English) or in English (if the CV is drafted in French). Only those candidates who declare, in the request for participation, the knowledge of Arabic shall provide also the Arabic version of the cover letter, in addition to that in English or French.

Candidates shall possess the requested qualifications, experiences and competences by the deadline for the submission of applications. These qualifications, experiences and competences shall clearly result from the request for participation and from the CV submitted by the candidate⁴.

³ See the self assessment grid at: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>.



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The declarations contained in the application are subject to controls, as per D.P.R n. 445/2000 and successive modifications and integrations. On top of the penal sanctions foreseen by article 76 of D.P.R n. 445/2000 in case of false declarations, if the controls reveal that the content of the declarations is false, the concerned person will be deprived from the benefits possibly acquired.

Under penalty of exclusion, applications shall be sent by **4th July 2016** by certified mail with return receipt, private-courier service or delivered by hand by the same date (hand delivery is possible in the following hours - excluding public holidays: Monday to Friday, from 10.00 to 13.00; Tuesday and Wednesday, from 16.00 to 18.00) to the following address:

**Regione Autonoma della Sardegna – Presidenza
Autorità di Gestione Comune del Programma “ENPI CBC Bacino del Mediterraneo”
Via Bacareda 184 - 09127 Cagliari (Italy).**

Applications sent or delivered by hand after the above-mentioned deadline will not be taken into consideration. The postmark or the postal office's or private courier's accompanying note (or, in case of hand delivery, the receipt provided by the JMA) are considered proof of postage date.

In any case, under penalty of exclusion, applications duly sent within the set deadline of **4 July 2016** shall be received by the JMA no later than **13 of July 2016 at 14.00**.

The JMA cannot be in any case held responsible for possible late delivery or loss of applications. Applicants shall thus take all measures to ensure the fulfilment of the deadline for receipt by the JMA.

Under penalty of exclusion, the request for participation shall arrive in a closed envelope together with the attachments. The sealed envelope containing the request shall indicate outwards the following wording:

**“ENPI CBC MED – JTS/FO selection procedure
DO NOT OPEN – NON APRIRE”.**

Although the possibility of presenting new applications is foreseen, the previously submitted applications remain valid unless changes in professional experience and skills have occurred.

Art. 8 Treatment of personal data

According to the D.Lgs. 196/2003, the data submitted by the applicants will be collected and used only for the purpose of the present selection procedure as well as for the management of the possible coordinated and continuous collaboration contracts established on the basis of the ranking lists resulting from this selection. The transmission of personal data is mandatory for the comparative assessment of the applications, under penalty of exclusion from the selection.

The Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013 is responsible for the treatment of such data.

⁴ The information provided in the Request for participation shall be compliant with what is stated in the CV; the latter will be used as a supporting document to confirm what is stated in the Request for participation.



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Art. 9 Publication of the notice and results of the selection

This notice is edited in Italian, English and French and published on the official website of the Programme www.enpicbcmmed.eu (only in English and French) and on the website of the Autonomous Region of Sardinia in the section « Servizi al cittadino – Concorsi e selezioni » www.regione.sardegna.it/servizi/cittadino/concorsi/ (in Italian, English and French).

The results of the procedure will be approved by determination of the Head of the Operational Management Unit of the JMA and will be published on these two websites.

In case of differences among the three versions, the Italian version prevails.

Art. 10 Various and final provisions

The JMA has the right to modify, extend, suspend or revoke entirely or partially the selection procedure described in the present notice. The participation in the selection procedure implies the implicit and unconditional acceptance of all the provisions of this public notice.

For what is not specified in the present notice, the provisions concerning public employment competitions apply, when relevant.

For any further information and clarification, please contact the JMA at: enpi.management@regione.sardegna.it, or visit the website of the Programme (www.enpicbcmmed.eu).

All questions - to be necessarily formulated in English or French - and the related answers will be published in English and French on the Programme website (www.enpicbcmmed.eu), in the page dedicated to this selection procedure.

Telephone numbers: (+39)070/6062990; (+39)0706062657; (+39)0706062051, Fax (+39)070400359.

Art. 11 Person in charge of the procedure

The person responsible of this selection procedure is Ms Giulia Pinna, Officer of the Operational Management Unit.

The Head of the Operational management Unit

Susanna Diliberto