

PUBLIC NOTICE FOR THE SELECTION OF N. 1 ADMINISTRATIVE EXPERT SENIOR IN THE FRAMEWORK OF 2007-2013 IPA ADRIATIC CBC PROGRAMME

1. Introduction

IPA aims at providing targeted assistance to candidate countries or potential candidate countries for the accession to the European Union; IPA prepares candidate countries, *inter alia*, for the implementation of Structural Funds, the Cohesion Fund and the European Agricultural Fund for Rural Development, specifically supporting local institutions in introducing procedures as close as possible to those of the European Structural Funds.

The Abruzzo Region has been appointed as Managing Authority of the Adriatic IPA Cross-border Cooperation Programme in the scope of the cross-border component of the 2007 – 2013 Adriatic IPA Financial Instrument, involving 7 Italian Adriatic Regions (LAR), namely Abruzzo, Emilia - Romagna, Friuli Venezia Giulia, Marche, Molise, Puglia, Veneto and some territories of the states of Albania, Bosnia - Herzegovina, Croatia, Greece, Montenegro, Serbia and Slovenia.

The Programme implies 4 Priorities:

- Priority 1 – Economic, social and institutional cooperation.
- Priority 2 - Natural Resources, Cultural Heritage and Risk Prevention.
- Priority 3 - Accessibility and communication networks.
- Priority 4 - Technical assistance.

Under Priority 4 – Technical Assistance to 2007-2013 IPA ADRIATIC Programme a series of activities aimed at the technical and operational support to the Managing Authority identified in the Service IPA Adriatic CBC Territorial Cooperation are foreseen.

Technical assistance activities must contribute to ensuring overall efficiency of the administrative action and addressing specific needs that might arise during the Programme implementation.

Under Agreement of 22/12/2015 and related *Addendum* of 27.04.2016 and 29.04.2016, and subsequent Agreement of 04/11/2016 between the Abruzzo Region and Abruzzo Sviluppo SpA for the realization of the “Activities covered by Priority 4 - Technical Assistance to the 2007- 2013 IPA ADRIATIC Programme” a number of technical assistance activities to be performed by Abruzzo Sviluppo SpA concerning, among others, the issue of public procedures for the recruitment of professional positions necessary for implementing 2007-2013 IPA Adriatic CBC Programme have been identified, as approved by the JMC (Joint Monitoring Committee of the Programme) and defined by the Managing Authority.

2. Subject of work assignments

The subject of this notice is to assign N.1 (one) intellectual work contracts for an ADMINISTRATIVE EXPERT SENIOR for the Technical Assistance to the 2007-2013 IPA Adriatic CBC Programme. The tasks to be carried out by each professional profiles are those indicated in the Annexes to this notice.

3. General requirements for participating in the selection

Candidates shall meet the following general eligibility requirements for the purpose of participating in the selection:

- a) Italian nationality or, alternatively

- b) Citizenship of one of the European Union Member States or one of the following Candidate Countries and Potential Candidate Countries: Albania, Bosnia-Herzegovina, Montenegro and Serbia, who meet the following requirements:
- Enjoying civil and political rights also in the own country or in the State of origin;
 - Responding to all other requirements envisaged for the citizens of the Italian Republic, except for the requirement of Italian citizenship;
- c) Enjoying civil and political rights (still being entitled to vote);
- d) Age: being 18 years old and not exceeding the constitutional age limit for retirement;
- e) Being compliant with the obligations provided by law on military recruitment with reference to the States where this obligation is still in force;
- f) Not having been dismissed or laid off from a public administration for persistent insufficient performance or dismissed as a result of disciplinary proceedings;
- g) Not being disqualified from public employment due to the production of documents that are faked or vitiated by not amendable invalidity or not having been retired under the law N. 336 of 24 May 1970 and subsequent amendments and integrations thereto, as well as not having benefitted from the retirement as provided by Presidential Decree N. 748 of 30 June 1972 and legislative decree N. 165 of 30 March 2001;
- h) Not having at their own expense:
- final judgment or final provisions on security or prevention measures or pending criminal and/or administrative proceedings, when required by law as cause for dismissal;
 - final judgment or final provisions on security or prevention measures or criminal and/or administrative proceedings that could obstruct the establishment and/or maintenance of the employment of civil servants;
- i) having submitted the application to abruzzosviluppo@pcc.abruzzosviluppo.it

Only physical subjects are entitled to submit the application. In order to be admitted to the selection, the general requirements for participation must be fulfilled by the candidates at the date when submitting the application.

4. Specific requirements for participating in the selection

FIELD OF COMPETENCE	SPECIFIC REQUIREMENTS
<p>N. 1 Administrative Expert (Senior)</p>	<ul style="list-style-type: none"> • Having pursued a 4-year university degree certified by a diploma; • At least 5-year postgraduate work experience, of which at least 4 in technical and administrative management, including the preparation of public procurement procedures at level of cross-border and/or transnational and/or interregional Programme co-funded under EU funds (INTERREG/CARD/PHARE), at least 3 of which focussing on managing EU co-funded cross-border programmes (INTERREG/CARD/PHARE). • Experience in drawing up documentation on programming, evaluation, preliminary investigation, management and financial reporting of project proposals and projects, including supporting documents to implementation; • Experience in project cycle management; • Excellent computer skills in particular Word, Power Point, Excel, Internet; legal databases;

	<ul style="list-style-type: none"> • Command of English corresponding at least to level C1 understanding and writing of the Common European Framework of Reference for Languages (CEFR); knowledge of Italian will be an asset to be evaluated during the interview.
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5. Incompatibility

Carrying out any kind of advice and assistance in favour of applicants and beneficiaries funded under the IPA Adriatic Cross Border Cooperation Programme constitutes grounds for incompatibility. Any reason for incompatibility must be removed before taking the assignment.

6. Application and related content

To be admitted to the selection, the applicants are required to fill in an application according to the format attached to this notice (Annex B), on penalty of inadmissibility of the application. The applicants must state in the application under their own responsibility:

- a) full name, social security number, date and place of birth, place of residence (indicating the address);
- b) that they have the Italian nationality (or of one of the EU Member States or of one of the following Candidate Countries and Potential Candidate Countries: Albania, Bosnia-Herzegovina, Montenegro and Serbia, or that they are Italian but not citizen of the Italian Republic with a suitable title of equivalent recognition);
- c) the municipality of the electoral rolls in which they are registered or the reasons for non- registration or cancellation from such rolls;
- d) that they enjoy civil and political rights, or the reasons for not enjoying these rights;
- e) only for non-Italian citizens: to enjoy civil and political rights also in the country of residence or the country of origin;
- f) not to be younger than 18 years old and no older than the retirement age required by law;
- g) to be in compliance with the obligations provided by law on military recruitment with reference to the States where this obligation is still in force;
- h) not to have been dismissed or dispensed from employment in a Public Administration for persistent insufficient performance or fired as result of disciplinary proceedings, not to be decayed from a public employment due to the production of documents that are faked or vitiated by not amendable invalidity;
- i) not to have been retired under Law N. 336 of 24 May 1970 and subsequent amendments and integrations, and not to have benefitted from retirement according to Presidential Decree N. 748 of 30th June, 1972 and legislative decree N. 165 of 30 March 2001;
- j) any criminal convictions reported, the final provisions on security or prevention measures, any pending criminal or administrative proceedings within the judicial authorities of any degree - be them Italian or foreign - even in the case of application of the penalty upon request, probation, non-mention, amnesty, pardon or judicial pardon, and the existence of any previous legal precedent registered in the records of conviction by art. 686 of the criminal code;
- k) to fulfil the specific requirements for participating in the selection as provided by the Table as of Art. 4 of the Notice;
- l) to have submitted the application signed by the candidate. Signature authentication is not required.

Failure to sign the application causes exclusion from the selection. On penalty of exclusion, the application must be enclosed with an updated CV in European format drawn up in English. Instructions for filling in the CV can be found at <http://europass.cedefop.europa.eu> - as evidence of responding to the personal requirements envisaged.

The duration in months per each working experience must be clearly indicated in the CV, thus filling in "date" (month and year) is not optional.

These documents must be drawn up and signed by the applicants under their own responsibility in accordance with Articles 46 and 47 of Presidential Decree N. 445 of 2000, and a photocopy of a clearly intelligible identity document of the signatory shall be enclosed.

Applications must be submitted, under penalty of inadmissibility of the application, only by certified email **no later than 10 days starting from the day following the date of publication of this notice** on the website www.abruzzosviluppo.it at the following address: abruzzosviluppo@pec.abruzzosviluppo.it. If the term coincides with a public holiday, the deadline is extended to the next working day. The applications received in different forms, including applications sent by registered mail or delivered by hand to Abruzzo Sviluppo SpA or the Abruzzo Region will be therefore rejected. The subject of the e-mail shall clearly indicate “**IPA Adriatic CBC 2007-2013 – Administrative Expert**”, as well as the candidate’s first name and family name. Sending the message by certified e-mail is at the sender’s exclusive risk. Abruzzo Sviluppo SpA and the Abruzzo Region are not responsible for any mistakes in the delivery address and in the case of failures attributable to third parties, accidental occurrences or *force majeure*.

Moreover, reimbursement of the expenses incurred by the candidates for participating in the selection procedure of this Notice are neither recognized nor due.

7. Selection Procedure

Step one: Check of eligibility requirements

- a) The assessment of the possession of all general requirements for the candidates’ participation is carried out by the established Selection Committee pursuant to art. 3 of the Agreement, signed by IPA Adriatic Managing Authority and Abruzzo Sviluppo SpA;
- b) Before checking under point a), the Selection Committee appraises the regularity of the applications;
- c) **The following irregular applications cannot be accepted on penalty of exclusion:**
 - missing signature on the application;
 - lacking the minimum requirements indicated by this Notice and/or omitting one the following piece of information in the application: full name, date and place of birth, address of residence and/or domicile of the candidate, the candidate’s e-mail address;
 - the applications submitted after the deadline referred to art. Article 6 of this Notice. Irregularity and/or omitting replacement documents and/or declarations submitted or to be submitted in the applicant’s interest are not curable and they will be considered as not submitted.

At the end of the verification phase of the possession of general and specific participation requirements on the part of the candidates as approved by the IPA Adriatic CBC Programme Joint Control Committee, the selected candidates will be admitted to the interview.

Step Two: Interview

The interview phase shall appraise technical, aptitude and professional skills and the necessary knowledge for performing the tasks as required by the job position as in Annex A.

The candidates admitted to the interview shall prove to possess the technical-professional and aptitude skills necessary for carrying out the tasks as required by the job position as in Annexes A.

The Examination Committee may assign a total of 30 (thirty) points for assessing the interview performed by the candidates (**minimum 18 points; maximum 30 points**), as reported hereby:

PROFILE: ADMINISTRATIVE EXPERT (Senior)	
At least 5-year postgraduate work experience, of which at least 4 in technical and administrative management, including the preparation of public procurement procedures and verification of the eligibility of the	(max 10 points)

expenditure at level of cross-border and/or transnational and/or interregional Programme co-funded under EU funds (INTERREG/CARD/PHARE), at least 3 of which focussing on managing EU co-funded cross-border programmes (INTERREG/CARD/PHARE).	
High level of relevance	From 8 points to 10 points
Medium level of relevance	From 4 points to 7 points
Sufficient level of relevance	From 1 point to 3 points
Experience in administrative document management for preparing deeds and documents for the European Commission	(max 10 points)
High level of relevance	From 8 points to 10 points
Medium level of relevance	From 4 points to 7 points
Sufficient level of relevance	From 1 point to 3 points
Experience in project cycle management and evaluation of projects under cross-border and/or transnational and/or interregional Programme co-funded by EU funds (INTERREG/CARD/PHARE)	(max 10 points)
High level of relevance	From 8 points to 10 points
Medium level of relevance	From 4 points to 7 points
Sufficient level of relevance	From 1 point to 3 points

The interview is considered as passed with a score of at least 18/30.

The interview will be held at the headquarters of the IPA Adriatic CBC Managing Authority at the premises of the Abruzzo Region “*Servizio Cooperazione Territoriale - IPA Adriatic*” located in 27, Via Salaria Antica Est in L’Aquila (Italy).

Once the interview has concluded, the Selection Committee will proceed to assess language skills and computer knowledge of the candidates.

At the end of the oral examination, the Selection Committee will publish the final list of the candidates and of the suitable candidates who have reached the minimum score in the premises where the competition was held. If more candidates have pursued the same total score, priority shall be given to the candidate of younger age. In the case of candidates who were born on the same day, month and year, the name of the winning candidate will be drawn in the presence of the candidates.

The following will be published on the website www.abruzzosviluppo.it:

- 1) the list of admitted and non-admitted candidates;
- 2) the notice of the date, the venue and time where and when the interview was held;
- 3) the final ranking list containing the results of Step Two with the names of the successful candidates.

Candidates are informed that the publication on the website <http://www.abruzzosviluppo.it> of all communications mentioned in this notice is equivalent to a notification to all legal intents and purposes.

8. Obligations of competitors

- a) Admitted applicants are required to convene, **without further notice**, on the indicated date, time and place, to attend the interview phase of the selection process with a valid identity document.
- b) Abruzzo Sviluppo SpA shall send via certified e-mail, at the end of the selection procedure, a formal communication to the successful candidates of the aforementioned selection procedure. The successful candidates are obliged to formally communicate the acceptance of the contract within 2 (two) days from the reception of the formal communication, via certified e-mail to Abruzzo Sviluppo SpA at abruzzosviluppo@pec.abruzzosviluppo.it . Omitting to forward a formal communication is considered as a renunciation. In this case, Abruzzo Sviluppo SpA will proceed to appoint the next candidate in the ranking list.

9. Contracts and salary

Abruzzo Sviluppo SpA will send to each successful candidate the request to produce via certified e-mail the documents for the official assignment of the contract, which shall be submitted within 5 (five) days from the receipt of the request. Failing to produce the necessary documentation for the purpose of the regularity of the contract shall determine *ope legis* to nullify the assignment of the contract.

It is also declared annulled the assignment for that candidate, who does not possess even only one of the requirements listed under Art. 3 and 4 of this Notice.

If the assignment is nullified, the position shall be assigned – according to the same aforementioned procedure - to the next suitable candidate classified in the ranking list.

Abruzzo Sviluppo SpA, upon verification of the requirements needed for assigning the contract, will sign a intellectual work contract with each of the successful candidates of the selection process by applying the existing legislation in force.

The professional performance shall be mainly carried out to the headquarters of the IPA Adriatic CBC Managing Authority to the Abruzzo Region “*Servizio Cooperazione Territoriale - IPA Adriatic*” located in 27, Via Salaria Antica Est in L'Aquila (Italy).

The remuneration set out in the following table includes any social security and insurance charges to be incurred by both the Professional and the Employer and excludes VAT if due as provided by the law in force:

PROFESSIONAL PROFILE	REMUNERATION
Administrative Expert (Senior)	€ 56.250,00

It being understood that this salary refer to the period 1 January 2017 – 31 March 2018. Therefore, the amount reported in the Table will necessarily be recalculated in relation to the effective working period.

10. Treatment of personal data

Under Article. 11 of Legislative Decree N. 196 of 30.6.2003, personal details provided by the candidates are collected by Abruzzo Sviluppo SpA for the purposes of managing the selection and are treated, even after the establishment of the intellectual work relationship not intended as subordinated, for the purposes related to managing the professional relationship itself.

Providing such data is mandatory for the purpose of assessing the requirements for participation.

The candidate shall give their consent to the processing of personal data in the text of the application.

11. Equal opportunities

In the observance of Law N. 125 of 10 April 1991 “Positive actions for the realization of gender equality in the workplace”, art. 57 of Legislative Decree N. 165/01 on equal opportunities, Abruzzo Sviluppo SpA ensures equal rights and opportunities for men and women to access to employment and treatment at work.

12. Safeguard clauses

Abruzzo Sviluppo SpA is entitled to modify, extend, suspend, re-open or revoke this selection procedure, shall the need or opportunity emerge. For matters not covered by this Notice the existing provisions of law will apply. Mailing between Abruzzo Sviluppo SpA and the candidates will occur exclusively via certified e-mail.

13. Head of Procedure

The Head of Procedure is Mr. Gianluigi Di Martino.

Pescara, on 27.02.2017

The Chair of Abruzzo Sviluppo SpA
(Mr. Manuel De Monte)



