

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

Annex A

TASKS AND FUNCTIONS OF THE PROFESSIONAL PROFILES AS BY THE NOTICE

Administrative Expert (Senior)

- a) Supporting the Managing Authority in managing the flow of contact persons in relation to the implementation of the IPA Programme goals, with the European Commission, the Programme Authorities, the Audit Authority, First Level Controllers, national and international institutions and the relevant networks, as well as in elaborating/revising multi-year programming documents and drafting administrative deeds concerning implementation and programming;
- b) Organizing Joint Monitoring Committee and Selection Committee meetings, cross-border conferences and cross-border technical work groups by preparing the agenda and organizing the relations with the participants;
- c) Supporting the MA in drafting administrative deeds, 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 the observance of the terms established 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 realization of the IPA Programme activities of promotion, information and visibility of the IPA Programme 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 neighbourhood and pre-accession policies;
- e) Supporting the MA in collaboration with other Programme Bodies when executing the functions of drawing up - either in Italian and English - the reports to be submitted to the Joint Monitoring Committee and the European Commission (including AER) in the observance of the terms envisaged by the Programme (these reports will be created in a data base to be set up and updated, which includes the Programme and projects indicators);
- f) Preparing notices for calls for proposal;
- g) Elaborating manuals and formularies for submitting project proposals and for the technical and financial management of the projects, in both Italian and English;
- h) Supporting the MA in drafting agreements (contracts) to be undersigned with the projects' Lead Partners;
- i) Disseminating information and implementing the publicity measures of the Programme and projects also by updating the Programme web site;
- j) Updating the management/monitoring system, in order to elaborate physical and statistical data;
- k) Elaborating manuals in both Italian and English, which provide elements for the technical and financial management of the projects included in standard formularies (formularies for inter-partnership agreements, guide-lines, etc.), supporting the First Level Control Office in preparing formularies for financial reporting in both Italian and English;
- l) Carrying out information activities and supporting the applicants (e.g. through the preparation and updating of the applicants' package);

- m) Encouraging the implementation of cross-border partnerships by keeping in contact with the national bodies involved in the Programme in the various countries;
- n) Preparing the evaluation worksheets for the Joint Monitoring Committee, in order to assess the project proposals according to the selection criteria established by the Joint Monitoring Committee;