

**ANNEX 1 to the NOTICE for setting up of LISTS of EXPERTS  
2014-2020 (Interreg V-A) Italy-Croatia CBC Programme**

**ADMINISTRATIVE PROFILE**

<p>General activities for the <i>Administrative profile</i></p>	<p>Activities related to:</p> <ul style="list-style-type: none"> <li>- drafting of documents and reports related to Programme implementation, including Programme manuals, guidelines, etc.;</li> <li>- definition and day-to-day handling of Programme procedures;</li> <li>- functioning of the IT managing and monitoring system of the Programme;</li> <li>- ensuring technical support during MC meetings and the follow-up of decision taken;</li> <li>- the monitoring of the Programme;</li> <li>- participation in events at Programme level;</li> <li>- elaborating thematic and annual reports;</li> <li>- supporting the project selection procedure by carrying out the relevant assessment steps (admissibility, eligibility and quality checks);</li> <li>- management of projects reporting;</li> <li>- information to the stakeholders about the Programme and to the beneficiaries during the implementation of the projects.</li> </ul>
<p>Eligibility criteria for the registration in the Lists for the <i>Administrative profile</i></p>	<ul style="list-style-type: none"> <li>- have a valid and recognized Economics, Law or Political Sciences University degree of at least four years or equivalent;</li> <li>- have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);</li> <li>- have at least 3 years of professional experience in European Territorial Cooperation (ETC) projects or programmes.</li> </ul> <p><i>Additional criteria for senior experts positions (such as Administrative Manager):</i></p> <ul style="list-style-type: none"> <li>- have at least 5 years of professional experience in ETC projects or programmes.</li> </ul>
<p>Evaluation criteria for the comparative procedure</p>	<p>Evaluation criteria of the curriculum and any other documentation:</p> <ul style="list-style-type: none"> <li>- experience in ETC projects or programmes above the minimum requirement;</li> <li>- professional experience in maritime Cross Border Cooperation programmes;</li> <li>- relevant working experience in an international/multicultural environment;</li> <li>- certified knowledge of English language above the minimum requirement;</li> <li>- knowledge of one or both the languages of the Programme area.</li> </ul> <p>Evaluation criteria in case of interview:</p> <ul style="list-style-type: none"> <li>- good understanding of the EU institutional framework;</li> <li>- sound knowledge of EU regulations and management systems, of ESI funds, with special reference to ETC rules and to Italy - Croatia CBC Programme;</li> <li>- assessment and monitoring procedures in ETC Programmes.</li> </ul>