

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