

VACANCY NOTICE

Comparative procedure for the assignment of self-employment contracts for the roles of

EUROPEAN TERRITORIAL COOPERATION PROGRAMMING
ASSISTANT
AND
FINANCIAL ASSISTANT

of the JOINT SECRETARIAT of the 2014-2020
(Interreg V-A) Italy - Croatia CBC Programme

The Veneto Region is looking for:

- a. 1 European Territorial Cooperation Programming Assistant
- b. 1 Financial Assistant

to be hired within the Joint Secretariat (*hereafter JS*) staff for 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme (*hereafter Programme*).

According to Regional resolutions n. 1588/2019 and n. 1560/2021, this procedure is carried out through comparison between curricula and subsequent interview, to verify whether applicants have the skills needed to perform the activities referring to the profile of European Territorial Cooperation Programming Assistant and Financial Assistant of the JS of the Programme in compliance with the provisions of the IT-HR CBC Cooperation Programme, in accordance with Italian laws on contract forms eligible for public sector - Regions and Local Authorities.

1. Background

The European Commission approved the Programme with the adoption of the Implementing Decision C(2015) 9342 of the 15th December 2015, and further amendments Decision C(2017) 3705 of the 31st May 2017, Decision C(2018) 1610 of the 12th March 2018, Decision C(2019) 277 of the 23rd January 2019 and Decision C(2020) 3760 of the 8th June 2020.

The Programme area covers the following provinces/counties:

Italy	Croatia
ITF12 Teramo	HR031 Primorsko-goranska županija
ITF13 Pescara	HR032 Ličko-senjska županija
ITF14 Chieti	HR033 Zadarska županija
ITF22 Campobasso	HR034 Šibensko-kninska županija
ITF44 Brindisi	HR035 Splitsko-dalmatinska županija
ITF45 Lecce	HR036 Istarska županija
ITF46 Foggia	HR037 Dubrovačko-neretvanska županija
ITF47 Bari	HR04D Karlovačka županija
ITF48 Barletta-Andria-Trani	
ITH35 Venezia	
ITH36 Padova	
ITH37 Rovigo	
ITH41 Pordenone	
ITH42 Udine	
ITH43 Gorizia	
ITH44 Trieste	
ITH56 Ferrara	
ITH57 Ravenna	
ITH58 Forlì-Cesena	
ITH59 Rimini	

ITI31 Pesaro e Urbino	
ITI32 Ancona	
ITI33 Macerata	
ITI34 Ascoli Piceno	
ITI35 Fermo	

The Programme is co-financed by the European Union - ERDF. Further information can be found at the following link: www.italy-croatia.eu.

The Veneto Region has been appointed as Managing Authority (*hereafter MA*) of the Programme and, in accordance with art. 23 of Regulation (EU) n. 1299/2013, the MA has to set up the JS of the Programme.

The Joint Secretariat, based in Venice within the Veneto Region premises, assists the MA and the Monitoring Committee (*hereafter MC*) in carrying out their respective functions. The JS also provides potential beneficiaries with information about funding opportunities under cooperation Programmes and assists beneficiaries in the implementation of projects.

In order to fulfill its tasks, the JS is composed of professional, well-trained and experienced staff, chosen through a selection at EU level open to EU citizens, covering the competences related to Programme management and implementation.

As two positions within the JS are currently vacant, the Veneto Region government decided to proceed with a new comparative procedure (Regional resolution n. 1560/2021). Therefore, the MA of the Programme is launching a comparative procedure for covering these positions through “self-employment” contracts, in accordance with Italian law (art. 7, paragraph 6 of Italian Legislative Decree n. 165/2001).

The job profiles requested are qualified and the salary is proportionate to the position of JS Assistant. The cost of the contract will be covered by the resources allocated for the technical assistance of the Programme, co-financed by ERDF and by the involved Member States.

2. Professional profiles searched

The professional profiles searched conform to the roles of European Territorial Cooperation Programming Assistant and Financial Assistant as described below.

A. European Territorial Cooperation Programming Assistant main activities:

- drafting of documents and reports related to programming, negotiation and start-up phase of the 2021-2027 Programme, including manuals, guidelines, etc.;
- definition and day-to-day handling of Programming and start-up phase procedures;
- setting-up of the IT managing and monitoring system of the 2021-2027 Programme;
- ensuring technical support during 2021-2027 TF and 2021-2027 MC meetings and the follow-up of decisions taken;

- participation in events at Programme level related to the launch of the 2021-2027 Programme;
- supporting in the setting-up of procedures for the 2021-2027 Programme, including the project selection procedures (admissibility, eligibility and quality checks);
- information to the stakeholders about the 2021-2027 Programme and attraction of potential beneficiaries with particular reference to new categories and new organisations.

B. Financial Assistant main activities:

- drafting of administrative documents relating to financial issues and programming and in general for the achievement of sound financial management;
- prepare the decisions of the MC/MA/JS regarding project budget reallocations and any other major changes in financial issues at project level;
- prepare the payment declarations and documentation needed for the requests for reimbursement to the EC, providing all necessary information on the procedures and checks carried out on costs for their certification;
- regular investigation of administrative and accounting documents in order to process the reports of financial and procedural progress requested for audit activities;
- monitor the ERDF Programme budget and alerting on the risk of the de-commitment;
- draw up documents related to certification and verification of the Programme with particular reference to the financial aspects;
- supply and update economic and financial data in the management and monitoring system of the Programme;
- supply statistical analysis of quantitative and qualitative indicators, relating to financial progress of the projects to be submitted to the actors of the Programme;
- functioning of first level control systems of the Programme;
- participation in external events and seminar as it is necessary.

The activities and related calendar will be planned on a monthly basis with the JS Head, in order to reach the most effective coordination and implementation of the activities. A bi-monthly report has to be provided to the JS Head; the report must indicate the activities carried out and the results achieved with respect to the aforementioned work plan, also attaching any supporting documentation. Attendance to coordination meetings in Venice at the JS Headquarter, when needed, shall be duly planned in advance taking into account the availability of the Assistants. Assistants will not be entitled to ask for travel and accommodation reimbursement to reach the Joint Secretariat Headquarter in Venice.

3. Eligibility requirements

In order to be admitted to the comparative procedure, the applicants shall respect the eligibility requirements listed below for each profile, which must be specified in the application form:

A. European Territorial Cooperation Programming Assistant

General requirements

1. be citizen of one of European Union Member States;
2. have a valid and recognized Economics, Law or Political Science University degree of at least four years or equivalent;
3. have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);
4. enjoy his/her full rights as a citizen;
5. have not been convicted of any criminal offence and have no ongoing criminal proceedings;
6. have fulfilled any obligations imposed by the applicable laws concerning military/civil service or however be exempt from military service obligations (if applicable);
7. have a valid VAT code number or commit to open it before the signature of the contract.

Professional Experiences

8. have at least 3 years of professional experience in European Territorial Cooperation (ETC) projects or programmes;
9. have at least 1 professional experience related to the 2021 – 2027 Cohesion policy;

B. Financial Assistant

General requirements

1. be citizen of one of European Union Member States;
2. have a valid and recognized Economics or Political Science University degree of at least four years or equivalent;
3. have a good spoken and written English (level B2 in the Europass Language Passport classification or equivalent);
4. enjoy his/her full rights as a citizen;
5. have not been convicted of any criminal offence and have no ongoing criminal proceedings;
6. have fulfilled any obligations imposed by the applicable laws concerning military/civil service or however be exempt from military service obligations (if applicable);

7. have a valid VAT code number or commit to open it before the signature of the contract.

Professional Experiences

8. have at least 3 years of professional experience in European Territorial Cooperation (ETC) projects or programmes, covering aspects of finance management and/or control/audit;

Study qualifications obtained outside Italy shall be subject to verification by the competent authorities, pursuant to current Italian legislation. If the applicant does not have a certification of recognition of foreign study qualifications, he/she is admitted to the comparative procedure, provided that he/she presents the certification within the deadline which shall be given by the Veneto Region.

Professional experience related to the eligibility requirements must be held on the date of submission of the application: the period of possible overlapping between more than one position are counted once.

In any case, the Veneto Region reserves the right to verify the declarations made by the applicants.

4. Submission of application forms

The application form shall include:

- a duly filled and signed application form specific for the interested profile (see Annexes 1 and 2);
- a duly signed and dated Curriculum Vitae (CV) in Europass format, with specific references to: exact duration of each professional experience reported (start date, end date); indication of the employers; typology of contract (full time, part time, percentage working time per month etc.). In case of absence of exact dates the professional experience shall not be considered;
- any other relevant documents useful for the assessment.

In case of hand-written signature of the application form and CV it is necessary to attach a copy of a valid identification document (e.g. Passport/ID card).

The signature on the application form (Annexes 1 and 2 templates) is equivalent to the complete acceptance of the provisions contained in this notice. Application without the CV attachment shall not be accepted; unsigned CV cannot be assessed.

All documents are to be filled in English and submitted electronically either by e-mail or by certified e-mail (PEC) to the following e-mail address:

italia.croazia@pec.regione.veneto.it

not later than **10th January 2022, 12:00 PM (at noon) CET.**

The documents submitted electronically shall be in PDF format and shall be named as follows:

- *Surname and name* – application
- *Surname and name* – cv
- *Surname and name* – other relevant documents
- *Surname and name* - identification document (in case of hand-written signature)

The applications can only be submitted as described above. No other means of transmission and no other formats will be accepted.

The e-mail subject shall be:

- a. “Comparative procedure for JS European Territorial Cooperation Programming Assistant – *Applicant’ surname and name*”;

or

- b. “Comparative procedure for JS Financial Assistant – *Applicant’ surname and name*”.

If the application is sent from a certified e-mail address, the sender will automatically receive a receipt confirmation message which provides the exact time of receipt. If the application is sent by a simple e-mail address, the sender will receive a receipt confirmation message by email by the competent office, as promptly as possible.

In any case the applications received after the above deadline, or through different procedures from what indicated, even if the reasons do not depend on the applicant, will not be admitted. The Veneto Region does not assume any responsibility for any failure to receive communications due to:

- an inaccurate address supplied by the applicant;
- failure or delay in communicating changes in the address indicated in the application by the applicant;
- any errors or delays by telematics services, by third parties, by chance or due to force majeure.

5. Eligibility requirements assessment

The received applications shall be assessed against eligibility requirements by a Committee composed by representatives indicated by the Italian and Croatian National Authorities and by the Programme bodies (*hereafter Committee*).

The applications shall be considered eligible:

- if responding to the eligibility requirements as described in paragraph 3;

- if submitted according to the provisions of the aforementioned paragraph 4.

6. Comparative procedure

After the check on eligibility criteria, the comparative procedure shall be organized in two steps:

- 1) Evaluation, on the basis of the CV, of the eligible applicants according to the criteria established for each profile (max 20 points);
- 2) Interview held in English language (max 25 points).

The final score will be composed by the sum of scoring of sub 1) and sub 2). The total maximum points assigned to one applicant are 45.

The composition of the Committee will be published on the Veneto Region website as well as on the Programme website after the deadline for the submission of the applications.

An English language expert will be part of the Committee with the task of verifying the level of English language skills of the applicants. The suitable knowledge of the Italian and/or Croatian language, if declared in the CV, will be verified as well during the interviews.

The Committee will further detail the scores and agree on the assessment methodology prior the starting of the evaluation process.

If the convenience or the opportunity to conclude the comparative procedure should become no longer necessary, the Veneto Region reserves the right not to proceed to the contract entrustment.

6.1 - First phase: assessment of qualifications (max 20 points)

A ETC Programming Assistant: the assessment will concern the following items.

A.1 - Educational path (up to 4 points)

- post graduate career (Master of at least one year, PhD, etc. in a field-related subject);
- training and specialization courses related to the specific position;
- others (publications, scholarships, fellowships, awards, internships, etc.).

A.2 Experience in European Territorial Cooperation (up to 6 points)

- experience in ETC projects or Programmes above the minimum requirement.

A.3 Experience in Cohesion Policy (up to 4 points)

- professional experience related to 2021 – 2027 Cohesion Policy above the minimum requirement.

A.4 Experience in maritime Cross Border Cooperation Programmes (up to 2 points)

- professional experience in maritime Cross Border Cooperation Programmes.

A.5 International experience (up to 2 point)

- relevant working experience in an international/multicultural environment.

A.6 English language (up to 1 point)

- certified knowledge of English language above the minimum requirement.

A.7 Language skills (up to 1 point)

- have a suitable knowledge of one or both languages of the Programme area.

B Financial Assistant: the assessment will concern the following items:

B.1 Educational path (up to 4 points)

- post graduate career (Master, PhD, etc. in a field-related subject);
- training and specialization courses;
- others (publications, scholarships, fellowships, awards, internships, etc.).

B.2 Experience in European Territorial Cooperation (up to 8 points)

- experience in ETC covering aspects of finance management and/or control/audit, in projects or Programmes above the minimum requirement.

B.3 Experience in maritime Cross Border Cooperation Programmes (up to 4 points)

- professional experience in maritime Cross Border Cooperation Programmes covering aspects of finance management and/or control/audit.

B.4 International experience (up to 2 point)

- relevant working experience in an international/multicultural environment.

B.5 English language (up to 1 point)

- certified knowledge of English language above the minimum requirement.

B.6 Language skills (up to 1 point)

- have a suitable knowledge of one or both languages of the Programme area.

A pre-selection based on the qualifications will be applied according to the number of applicants and only the first 8 ones with the highest score for each profile will be admitted to the interview.

The eligible applicants' names will be published on the websites www.italy-croatia.eu and <https://bandi.regione.veneto.it/Public/Index> at least 7 days before the date of interview.

The applicants who will be considered not eligible due the lack of the requirements shall be informed via e-mail.

6.2 - Second phase: interview (max 25 points)

The interview will be aimed at assessing whether the candidates match the required profiles, highlighting skills and attitudes starting from the description of the experiences acquired.

A European Territorial Cooperation Programming Assistant: the assessment will concern the following:

A.1 Specific professional experience and knowledge (up to 25 points)

- good understanding of EU institutional framework;
- sound knowledge of EU regulations and management system, of ESI funds, with special reference to ETC rules and to Italy – Croatia CBC Programme;
- thorough knowledge of the regulatory and implementation framework of the 2021-2027 programming period;
- good knowledge of programming and implementation procedures in ETC Programmes;
- communication and presentation skills.

B Financial Assistant: the assessment will concern the following:

B.1 Specific professional experience and knowledge (up to 25 points)

- good understanding of EU institutional framework;
- sound knowledge of the EU regulations, ETC rules and management system and of the ESI funds, with special references to ETC rules and financial implementation and to Italy – Croatia CBC Programmes;
- communication and presentation skills.

At the conclusion of the comparative procedure described, the Committee shall draw up a report indicating for each profile the result of the procedure and the name of the applicant selected to be entrusted with the assignment. The final score for each candidate will result from the sum of the assessments. The selection results will be published on the Veneto Region and Programme website for a period of 20 calendar days.

The assessment does not produce judgments of suitability. The Veneto Region may interrupt, even permanently, the comparative procedure considering itself free by the provisional results of the ongoing procedure.

7. Conditions of incompatibility

The condition of incompatibility is relevant at the time of the assignment. It is allowed, therefore, to submit the application indicating the reasons of potential incompatibility and declaring, at the same time, the availability to remove these conditions before the assignment. The following causes of incompatibility are foreseen:

- employee of Public Administrations, unless an authorization from the relevant Administration, for a duration compatible with the assignment within the Programme, according to the law;
- expert carrying out tasks, consultancy or technical assistance activities in favor of any beneficiaries of projects financed by the Programme or if an actual incompatibility in the management of the tasks or activities is detected;
- expert in one of the situations as described in the “Code of Conduct for Employees of the Veneto Region” (approved by Government Resolution No. 38 dated 28th January 2014), art. 6 “Communication of financial interests and conflict of interest”, art. 7 “Obligations of abstention” and art. 14 “Contracts and other negotiation documents”.

According to art. 2, par. 2 of the aforementioned Code of Conduct, the obligations contained therein are extended, if compatible, to all collaborators (with any type of contract or assignment). Therefore, the appointed experts shall be required to observe, as far as compatible with the type of contract, the provisions contained in the Code of Conduct.

The Code can be found on the institutional website of the Veneto Region, “Amministrazione trasparente - transparent administration” section / “Disposizioni generali - general provisions” / “Atti generali - general acts”.

8. Contract and payment

At the end of the comparative procedure, a “self-employment” contract, pursuant to article 2222 and according to the Italian Civil Code shall be signed with the selected applicants.

The duration of the contract shall depend on the activities entrusted with maximum expiration date 31 October 2023. The contract shall not be renewable or extendable.

The contract shall be regulated by Italian law in force and shall be written in Italian language; a “courtesy” English translation shall be annexed upon request.

The maximum annual value of each contract will be € 41.472,00/year (all-inclusive amount, net of VAT, if due). Professional fees will be paid every two months based on the days actually

worked (the amount is calculated on 18 days/month which correspond to the maximum workable time) and agreed activity plan.

The travel expenses for missions performed in the interest of the Programme, which are authorized in advance by the Veneto Region, shall be reimbursed separately, according to Regional dispositions and Programme rules.

The amount will be paid upon presentation of an invoice and a report described in paragraph 2, provided to the JS Head and validated by MA.

As reported in paragraph 7, the contracts will include specific provisions by which the selected expert is committed to avoid situations of conflict of interests and to apply impartiality principles in day-to-day activities, in the stage of the projects application and in communications with beneficiaries and stakeholders.

Additional commitments referred to the Code of conduct for regional employees will be included in the contracts with the assistants.

The data, the elements and any other information provided in the application form shall be used exclusively by the Administration for the purpose of attending in this procedure, ensuring the security and privacy of the data, even if treated with automatic and/or manual systems, pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

For more details see the document “Information on personal data processing” related to this notice and published in the Programme and Veneto Region websites.

9. Publicity and further information

This vacancy notice shall be published on the Programme website, Veneto Region website, on the web portal of all Interreg Programmes, edited by INTERACT.

This vacancy notice shall be published in the Veneto Region Official Bulletin.

For further information on this comparative procedure, please contact:

Veneto Region

Organizational Unit MA of the 2014-2020 Italy-Croatia CBC Programme

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