VACANCY NOTICE
for the recruitment of the STAFF within the JOINT SECRETARIAT
for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme

Annex 2 – Economic-administrative Assistant

The selection for Economic-administrative Assistant will be used to identify either JS Financial Assistant, Administrative Assistant or Project Manager. The specific tasks depend on the different role, as described below.	
Main tasks of the Financial Assistant	The *Financial Assistant* will support the *Financial Manager* to: - draft administrative acts relating to financial issues and programming and in general for the achievement of sound financial management; - prepare the decisions of the JS/MA/MC regarding project budget reallocations and any other major changes in financial issues at project level; - prepare the requests for reimbursement to the EC providing all necessary information on the procedures and checks carried out on costs for their certification; - support the 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; - support the functioning of first level control systems of the Programme.
Main tasks of the Administrative Assistant	The *Administrative Assistant* will support the *Administrative Manager* in: - drafting acts, documents and reports in relation to Programme implementation; - defining and day-to-day handling of Programme procedures; - drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.); - the setting up and day-to day functioning of the IT managing and monitoring system of the Programme; - the organization of MC meetings and ensure their follow-up; - the organization and participation in events at Programme level; - elaborate thematic and annual reports; - draft the calls for proposals and the selection procedures.
Main tasks of the Project Manager	The *Project Manager* will: - support the drafting of acts, documents and reports in relation to Programme implementation; - support for the definition and day-to-day handling of Programme procedures; - support the drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.); - support the setting up and day-to day functioning of the IT managing and

	monitoring system of the Programme; - support to the organization of MC meetings and ensure their follow-up; - support the organization and participation in events at Programme level; - elaboration of thematic reports and annual reports; - support to the preparation of calls for proposals and the selection procedures; - participate to the project selection procedure by carrying out the relevant assessment steps (eligibility and quality check); - inform the beneficiaries about the characteristics of the Programme; - support the beneficiaries during the implementation of the projects. All the applicants will be requested to have: strong analytical capacities, advanced computer skills (MS Office, Internet, web-based tools), independent attitude combined with co-operative working approach and availability to travel and work in a flexible time schedule.
Eligibility specific criteria	The applicants shall: - have a valid and recognized Economics, Political Sciences or Law University degree of at least four years or equivalent *(legal titles ex Italian Ministerial Decree n. 509/99 corresponding to the following classes: 13/S, 19/S, 22/S, 57/S, 59/S, 60/S, 64/S, 67/S, 70/S, 71/S, 80/S, 83/S, 84/S, 88/S, 89/S, 90/S, 91/S, 99/S, 101/S, 102/S; legal titles ex Italian Ministerial Decree n. 270/04 corresponding to the following classes: LMG/01, LM16, LM 19, LM52, LM56, LM59, LM62, LM63, LM72, LM76, LM77, LM81, LM82, LM83, LM87, LM88, LM90, LM92, LM93);* - 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 projects or programmes co-financed by Structural, ESI or IPA funds.
Selection criteria	The applicants will be evaluated on the basis of the following selection criteria: (titles) - professional experience in projects or programmes co-financed by Structural, ESI or IPA funds above the minimum requirement; - relevant working experience in an international/multicultural environment; - experience in European Territorial Cooperation; - specific experience in one or more of the themes targeted by the Specific Objectives of the Programme (Innovation, climate change, environment, culture, transport, etc.); - certified knowledge of English language above the minimum requirement. (oral exam) - 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 financial implementation and to Italy - Croatia CBC Programme; - assessment and monitoring procedures in ETC Programmes.