



**MANAGING AUTHORITY OF EUROPEAN TERRITORIAL**

**COOPERATION PROGRAMMES**

**Thessaloniki, 25-07-2018**  
**Ref. No.: 301399/YD3438**

**COOPERATION PROGRAMME**  
**“INTERREG V-A GREECE-ITALY 2014 - 2020”**  
**CO-FINANCED BY THE EUROPEAN REGIONAL DEVELOPMENT FUND**

**CALL FOR EXPRESSION OF INTEREST**

The Managing Authority (M.A.) of European Territorial Cooperation Programmes, with the support of the Management Organization Unit of Development Programmes (M.O.U. S.A.)<sup>1</sup>, issues a public call for expression of interest, in order to proceed with the recruitment of staff **for three (3) positions** - one (1) Antenna Officer and two (2) Info Point Officers - in the decentralised structure of the Joint Secretariat (J.S.) of the Cooperation Programme “INTERREG V-A Greece – Italy 2014 - 2020” in Greece, as foreseen in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reform and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended by the Joint Ministerial Decision 302081/YD4193/3-11-2017 of the Minister of Economy & Development and the Minister of Administrative Reform (Official Journal 3986/B/15-11-2017) and as foreseen in the relevant Decision concerning the payroll expenses (Internet Uploading Number:ΑΔΑ: 750Θ46ΨΧΨΤ-31Λ). All interested candidates are requested to submit their application for the posts described below.

The Antenna Officer (1) will be based in Corfu and the two Info Point Officers will be based one (1) in Ioannina and one (1) in Patras, Greece.

<sup>1</sup> The Management Organization Unit of Development Programmes (MOU S.A.) is a non – profit – making institution within the broader public sector which reports to the Greek Minister of Economy & Development. Its purpose is to assist public authorities in the effective management of EU-funded programmes.

The Antenna Officer and the Info Point Officers are supervised by the Managing Authority of European Territorial Cooperation Programmes.

The Antenna Officer in Corfu has all the responsibilities of the core JS applicable to the branch of the JS in Greece, she/he has a continuous overview of the Programme implementation and represents the JS in the Greek regions.

The Info Point Officers of the Joint Secretariat in Ioannina and Patras ensure that the goals of the Cooperation Programme are communicated to potential beneficiaries and other stakeholders in Greece and serve as national information points for the projects' preparation, submission and implementation steps. Their activities are synergic with the activities of the JS. In particular, they:

- support the applicants and partners at local level;
- assist the project generation, application and implementation process;
- contribute to information and publicity actions in Greece.

The selection of the Antenna Officer and the Info Point officers of the JS is performed by a Selection Committee in which the Member States, the Managing Authority and the M.O.U. S.A. participate.

The selection procedure is described in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interiors and Administrative Reform and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016).

All successful applicants will be employed by M.O.U. S.A. according to the provisions of Law 4354/2014 and will be granted a two (2) year contract, subject to a six (6) months trial period. The contract may be renewed until the end of the implementation period of the Programme.

Successful applicants coming from the public and wider public sector of Greece and MOU S.A., will be subject to specific provisions set out at the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reform and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended by the Joint Ministerial Decision 302081/YD4193/3-11-2017 of the Minister of Economy & Development and the Minister of Administrative Reformation, available at [www.interreg.gr](http://www.interreg.gr).

They shall be employed as Antenna Officer and Info Point Officers of the JS accordingly for a period of two (2) years that can be extended until the end of the implementation of the Programme.

The official working language of the Programme is English. Candidates that fulfill the required qualifications will be interviewed in English. Employment contracts will be signed in Greek and translated in English (for non-Greek applicants) under the responsibility of the MA of European Territorial Cooperation Programmes.

**Position: Antenna Officer in Corfu**

<b>Job title</b>	<b>Antenna Officer</b> Reports to the Coordinator of the JS
Vacancies	One (1)
Job Description	<p>An Antenna Officer adds value to the work of the Managing Authority and the Joint Secretariat. The Antenna Officer has a continuous overview of the Programme implementation and represents the Joint Secretariat in the Greek regions.</p> <p>The tasks and services of the post are the following:</p> <ul style="list-style-type: none"> <li>• Providing administrative support to the MA in the implementation of the Programme in relation to the JS tasks.</li> <li>• Ensuring the minute to minute information and support of the MA</li> <li>• Instantly solving issues regarding MIS and/or Programme financing</li> <li>• Ensuring the provision of national co-financing for the project beneficiaries located in the Greek regions</li> <li>• Participating in the evaluation procedure of the project proposals when required</li> <li>• Supporting the MA and the JS in the implementation of the communication plan in force, acting as contact point for providing information, advice and help to the project partners or potential beneficiaries and reinforcing communication and information about the Programme;</li> <li>• Supporting the JS in relation to the monitoring of projects at the regional level as regards to the beneficiaries;</li> <li>• Supporting potential beneficiaries during the preparation of their project proposals and throughout the period of implementation of operations once they are selected for funding;</li> <li>• Providing "desk" functions (distribution and diffusion of Applicants' packages or other relevant material to be used for</li> </ul>

	<p>the submission of the project proposals)</p> <ul style="list-style-type: none"> <li>• Providing organisational and operational support to the MA activities (organization of seminars, meetings, conferences).</li> <li>• Organising and/or participating in technical meetings and events of the MA/JS</li> </ul>
Required qualifications	<ul style="list-style-type: none"> <li>• Recognized University or Technical Educational Institute Degree (Bachelor's Degree, following the respective EU legislation) , in any field of relevance to the Programme's thematic topics, or/and the aforementioned tasks, as accepted by the official public sector of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English or if not in English accompanied by an English translation</i>);</li> <li>• Professional experience of at least two (2) years, (<i>professional experience must be proven by submitting social security documentation <b>and:</b></i> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation</i>);</li> </ul> </li> <li>• Very good or good knowledge of English Language (Level C1 or B2), to be proven by written examination and interview, accompanied by the respective certificate or its equivalent from an authorized institution.</li> </ul>
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> <li>• Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation / authority of the applicant's country of citizenship (educational background should be proven by submitting the respective degree in English or if not in English accompanied by English translation);</li> <li>• Professional experience in Territorial Cooperation Programmes or projects (<i>professional experience must be proven by submitting social security documentation <b>and:</b></i> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during</i></li> </ul> </li> </ul>

	<p><i>the required qualifications assessment – in English or if not in English accompanied by English translation)</i></p> <ul style="list-style-type: none"> <li>• Professional experience in the operational management of Programmes and Projects funded by EU, national and regional funds (<i>professional experience must be proven by submitting social security documentation <b>and:</b></i> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation)</i></li> </ul> </li> <li>• Fluency in the language of any other state participating in the Programme would be an asset</li> <li>• Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems),</li> <li>• Knowledge of European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;</li> <li>• Knowledge of EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2014-2020 programming period;</li> <li>• Knowledge of European Macro-regional Strategies, with a specific focus on EUSAIR;</li> <li>• Fundamental Knowledge of Public Procurement rules and procedures;</li> <li>• Knowledge of Management and Control system of ETC Programmes;</li> <li>• Knowledge of Cooperation Programmes and projects communication requirements;</li> <li>• Problem solving attitude;</li> <li>• Team spirit and loyalty to other colleagues whilst maintaining a high performance level;</li> <li>• Ability to manage office procedures so as to ensure effective delivery of services,;</li> <li>• Drive and determination to take personal responsibility for delivery of high quality results within tight deadlines;</li> <li>• Strong negotiating, networking and effective communication skills in multicultural environments;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to understand different cultural and administrative contexts and adapt personal knowledge and experience to these settings;</li> <li>• Excellent writing, presentation and analytical skills;</li> <li>• Flexible approach to work;</li> <li>• Familiarity with objective based planning and implementation of strategies and plans;</li> <li>• Willingness to travel under short notice and work flexible hours</li> </ul>
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**Position: Info Point Officer in Ioannina and Patras**

<b>Job title</b>	<b>Info Point Officer</b> Reports to the Coordinator of the JS
Vacancies	Two (2)
Job Description	<p>The Info Point Officer adds value to the work of the Managing Authority and the Joint Secretariat. The Info Point Officer's aim is to promote the Programme and act as a point of territorial connection, communication, communication and information and as a help desk person for potential applicants/programme beneficiaries.</p> <p>The Info Point will assure logistic support to the implementation of the Programme activities and will contribute to the implementation of Communication Plan's planned activities, carrying out their duties in coordination and cooperation with the MA and the JS.</p> <p>The tasks and services of the post are the following:</p> <ul style="list-style-type: none"> <li>• Supporting the project applicants and beneficiaries at national/local level;</li> <li>• Assisting in the project generation, application and implementation process;</li> <li>• Contributing to information and publicity actions within the respective country;</li> <li>• Supporting the National Committees or corresponding national procedures in fulfilling their cross-border tasks.</li> <li>• Offering proximity and easy access to project operators from the area;</li> <li>• Supporting the beneficiaries during the preparation of proposals and throughout the period of operations' implementation</li> <li>• Providing organisational and operational support to the MA</li> </ul>

	activities (organization of seminars, meetings, conferences).
Required qualifications	<ul style="list-style-type: none"> <li>• Recognized University or Technical Educational Institute Degree (Bachelor's Degree, following the respective EU legislation) , in any field of relevance to the Programme's thematic topics, or/and the aforementioned tasks, as accepted by the official public sector of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English or if not in English accompanied by English translation</i>);</li> <li>• Professional experience of at least two (2) years, <del>(professional experience must be proven by submitting social security documentation <b>and:</b></del> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation</i>);</li> </ul> </li> <li>• Very good or good knowledge of English Language (Level C1 or B2), to be proven by written examination and interview, accompanied by the respective certificate or its equivalent from an authorized institution.</li> </ul>
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> <li>• Post graduate Degree or Diploma in any field of relevance to the Programme topics, officially recognized by a public sector institution/ organisation / authority of the applicant's country of citizenship (educational background should be proven by submitting the respective degree in English or if not in English accompanied by English translation);</li> <li>• Professional experience in Territorial Cooperation Programmes or projects <del>(professional experience must be proven by submitting social security documentation <b>and:</b></del> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation</i>)</li> </ul> </li> <li>• Professional experience in the operational management of Programmes and Projects funded by EU, national and regional</li> </ul>

funds (*professional experience must be proven by submitting social security documentation* **and:**

- *copies of employment contracts or*
- *a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation)*
- Fluency in the language of any other state participating in the Programme would be an asset;
- Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems),
- Knowledge of European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;
- Knowledge of EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2014-2020 programming period;
- Knowledge of European Macro-regional Strategies, with a specific focus on EUSAIR;
- Fundamental Knowledge of Public Procurement rules and procedures;
- Knowledge of Management and Control system of ETC Programmes;
- Knowledge of Cooperation Programmes and projects communication requirements;
- Problem solving attitude;
- Team spirit and loyalty to other colleagues whilst maintaining a high performance level;
- Ability to manage office procedures so as to ensure effective delivery of services;
- Drive and determination to take personal responsibility for delivery of high quality results within tight deadlines;
- Strong negotiating, networking and effective communication skills in multicultural environments;
- Ability to understand different cultural and administrative contexts and adapt personal knowledge and experience to these settings;
- Excellent writing, presentation and analytical skills;

	<ul style="list-style-type: none"> <li>• Flexible approach to work;</li> <li>• Familiarity with objective based planning and implementation of strategies and plans;</li> <li>• Willingness to travel under short notice and work flexible hours</li> </ul>
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## Application procedure

Interested applicants should submit in hard copy

- a motivation letter in English,
- a CV (suggested European Curriculum Vitae in English, available at <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae> ),
- Degrees/ Certificates, for the relevant education, training, computer and language skills (*educational background documents must be proven by submitting the respective degree/document in English or if not in English accompanied by English translations*);
- prior working experience certificates (*professional experience must be proven by submitting social security documentation **and***
  - *copies of employment contracts or*
  - *a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation*);
- Copy of a valid Identification Document, with the **original** signature of the applicant on it;
- In case military service is obligatory in the country of citizenship, applicants must have fulfilled this obligation (*the applicant must submit the relevant official document in English or if not in English accompanied by English translation*).

All candidates should specifically state the position which they apply for at both the motivation letter and the CV. In case a candidate applies for more than one position, multiple applications must be submitted. All required documentation must be included in the application when submitted. Documents submitted after the deadline will not be taken into consideration.

The CVs and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria. The Selection Committee will evaluate the education and length of professional experience of candidates, as stated under the required qualifications rubric, based on the documentation submitted. All candidates meeting the required qualifications will be invited to an interview where their qualitative professional

experience and respective qualifications and competencies (and the Written Test, if applicable) will be assessed.

The Selection Committee will select the appropriate applicant per position taking into account the sum of the applicants' scores in the CV evaluation and the interview (and the Written Test, if applicable). The Selection Committee will draw up a ranking list of the interviewed applicants. In each stage of the selection procedure all candidates will be notified by e-mail sent to the addresses indicated in the CVs.

In case the selected candidate rejects the position offered, the contract will be offered by MOU S.A. to the next applicants, according to the ranking list.

**All documents should be submitted in copies of the original documents and, if not in English, accompanied by English translations.** Verified copies and official translations of originals will be submitted by the selected candidates before hiring to the JS. Failure to submit verified copies of the originals shall automatically mean the rejection of the candidate.

For successful applicants that will be employed by M.O.U. S.A., before the signing of their employment contract, an official document in English should be submitted verifying that there is no criminal record.

All candidates must send the expression of interest and all supporting documents **by post (registered post or courier) to M.O.U. S.A., 78A Louizis Riankour Street, GR-115 24 Athens**, Human Resources Management Department, **by 21-09-2018 at the latest**. The date of submission will be verified by the post/courier stamp/deposit slip. An application submitted after the above deadline will automatically be rejected. The expression of interest **cannot** be submitted via e-mail.

All personal information included in the expression of interest is confidential. Prior applications to M.O.U. S.A will not be considered. In any case, submission of an expression of interest is compulsory.

**For information please contact:**

**MOU S.A.** (Human Resources Management Department, 10:00 – 15:00)

78A Louizis Riankour Street, GR-115 24 Athens, Greece,

tel: +30 213 1310 217/ +30 213 1310 222

Or the

**Managing Authority of European Territorial Cooperation Programmes**

65, Georgikis Scholis Avenue

57001, Pylaia, Thessaloniki, Greece

Telephone: +30 2310 469600

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Site: [www.interreg.gr](http://www.interreg.gr)

Available at [www.interreg.gr](http://www.interreg.gr) are

- 1. The COOPERATION PROGRAMME "INTERREG V-A GREECE-ITALY 2014 - 2020" Document, and**
- 2. The Joint Ministerial Decision 300539/YD1605/14-4-2016.**
- 3. The Joint Ministerial Decision 302081/YD4193/3-11-2017**

**Personal data protection**

MOU S.A. collects and processes the personal data you submit according to the application procedure set out above in compliance with the provisions of the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interiors and Administrative Reformation and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as modified with the Joint Ministerial Decision 302081/YD4193/3-11-2017 of the Minister of Economy & Development and the Minister of Administrative Reformation (Official Journal 3986/B/15-11-2017) and –concerning the payroll expenses- in compliance with decision no ... of Management Organization Unit's Directors' Board (ΑΔΑ: 750Θ46ΨΧΨΤ-31Λ) with the purpose of recruiting three (3) employees in the decentralised structure of the Joint Secretariat (J.S.) of the Cooperation Programme "INTERREG V-A Greece – Italy 2014 - 2020" in Greece.

Recipients of the above data are also the Selection Committee, the Managing Authority (M.A.) of European Territorial Cooperation Programmes, and the Ministry of Economy and Development under the conditions specified in the above legal framework and the present call for expression of interest.

The above data are confidential and cannot be transferred to any other third party. They are stored for as long as it is required for the purpose for which they are obtained and they are secured according to safety standards set out in European Laws for personal data protection.

You are entitled to request access to your personal data, rectification/erasure of your personal data, restriction of processing, objection to the processing and/or to exercise your right to data portability according to the General Data Protection Regulation, (EU) 2016/679. A request for the erasure of your personal data during the recruitment process shall be equivalent to withdrawing your expression of interest/application.

MOU S.A. will examine your request and will respond to you within one month of receipt of the request.

If you are dissatisfied with our use of your data or with the response to your queries regarding the exercise of your above rights you have the right to lodge a complaint with the supervisory authority.

You may exercise your rights described above by contacting MOU SA via telephone: 2131310100, by e-mail: [webmaster@mou.gr](mailto:webmaster@mou.gr), or by writing to us at 78<sup>A</sup> Louizis Riankour Str., Athens, 11524.

**The Minister  
of Economy and Development**

**Ioannis Dragasakis**