

PUBLIC VACANCY NOTICE

European Territorial Cooperation Programme Interreg V-A Greece-Italy 2014/2020

N. 5 Vacancy positions for the renewal of Joint Secretariat (JS)

General objectives of the selection

Puglia Region (PR), in agreement with the Managing Authority (MA), set up the core Joint Secretariat (JS) of the European Territorial Cooperation Programme Interreg V-A Greece-Italy 2014/2020, adopted with the implementing Decision C (2015) 9347 of 15/12/2015, under its responsibility and the MA; the JS is hosted by Puglia Region and it is located in Bari.

The JS is composed of a professional and effective, educated and experienced international staff covering the thematic, managerial and financial competences related to the Programme management and implementation.

Given the need to renew the expiring JS positions, Puglia Region is issuing a public notice for the selection of n. 5 experts to whom entrust the tasks of “**Coordinator**”, “**Project Officer**”, “**Project Officer with Italian legal and administrative expertise**”, “**Communication Officer**” and “**Administrative Assistant**”; the selection will be carried out through comparison between curricula and a subsequent interview, in order to verify whether applicants have the skills needed to perform the activities referring to the aforementioned positions, in compliance with the Italian legislation on the eligible contract forms for public sector - Regions and Local Authorities.

The cost of the contract will be covered by the resources allocated to the “**Technical Assistance**” project of the Programme.

The overall objective is to support cross-border co-operation for a more prosperous and sustainable region in the eligible area including: for Italy, the Provinces of Bari, Barletta-Andria-Trani, Brindisi, Foggia, Lecce e Taranto and, for Greece, the Regions of Epirus, Ionian Island and Western Greece.

The Programme, cofinanced by the ERDF Fund and the two Member States and has a total budget of € 123.176.901,00, aims to develop the foundations for a dynamic economy which fosters smart, sustainable and inclusive growth with the goal to improve the quality of life for those living in the region especially in times of economic crisis such as these.

The Programme supports project interventions under the following priority axes, thematic objectives and specific objectives:

PRIORITY AXIS	Thematic objectives	Specific Objectives	
PA 1: Innovation and Competitiveness	1. Strengthening research, technological development and innovation	1.1	Delivering innovation support services and developing clusters across borders to foster competitiveness
	3. Enhancing the competitiveness of small and medium-sized enterprises, the agricultural sector	1.2	Supporting the incubation of innovative specialized micro and small enterprises in thematic sectors of interest to the Programme Area
PA 2: Integrated Environmental Management	6. Preserving and protecting the environment and promoting resource efficiency	2.1	Valorisation of cultural heritage and natural resources as a territorial asset of the Programme Area
		2.2	Improvement of joint management and governance plans for biodiversity of coastal and rural ecosystems, paying attention on natural resources and protected areas and development of environmental protection measures
		2.3	Developing and testing of innovative technologies/tools to reduce marine and air pollution
PA 3: Multimodal Sustainable Transport System	7. Promoting sustainable transport and removing bottlenecks in key network infrastructures	3.1	Boosting maritime transport, short-sea shipping capacity and cross-border ferry connectivity
		3.2	Improving cross-border coordination among transport stakeholders on introducing multimodal environmentally-friendly solutions

Art.1 – Object of the assignments

The selected professional roles will have to provide technical, legal and administrative support to the Programme Managing Authority and to the National Authorities, aimed at achieving the objectives of the Programme and implementing improvement actions for the optimization and efficiency of the activities carried out by the beneficiaries of the Programme itself, as well as of the aforementioned Authorities.

Furthermore, the tasks consist of qualified specialist assistance to the Managing Authority and the National Authorities for the analysis with advanced methodologies of the territorial impacts of the Programme, as well as of the other instruments of cohesion policies in the Programme territory, and for the consequent identification of specific functional innovation initiatives.

The selected experts will also have to contribute to the development of projects to improve the organizational structures and control systems adopted by the two Member States for the implementation of the Programme.

Art.2 –Activities included in the tasks

The experts in charge must carry out the following activities:

Coordinator Position

The Coordinator is responsible for the overall management and operation of the Joint Secretariat (JS) tasks in order to ensure the smooth implementation, efficient and effective technical, administrative and financial management of the Programme and cooperates with the Antenna in Corfu, the two info points in Patras and Ioannina and the Branch Office in Thessaloniki. The JS Coordinator reports directly to the Managing Authority (MA).

Job description:

- Organizing and coordinating the activities of the core JS, the branch office in Thessaloniki and the Antenna in Corfu and the two info points in Patras and Ioannina regarding project generation and development, ensuring a smooth implementation of activities and the correct liaising with the hosting organization;
- Setting up and revising, in collaboration with the MA, the objectives or working procedures of the JS for the improvement of the overall implementation of the Programme such as ensuring functions related to the monitoring system by providing templates for reporting, budget shifts, etc., setting up checklists and circuits to ensure that the JS responsibilities are fully respected and traceable;
- Coordinating the drafting of the content of the calls for project proposals and the relative Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries);

- Supervising the execution of tasks of the JS staff concerning: a) the support activities for the submission of project proposals by providing clarifications to applicants regarding the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc);
- Supervising the evaluation procedure of the project proposals based on the operations selection criteria, approved by the Monitoring Committee. In evaluating proposals, the Joint Secretariat may be assisted by external experts following a justified request approved by the MA;
- Monitoring the projects implementation by examining the fulfilment of the obligations of the beneficiaries, as described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme;
- Identifying the problems or the delays in the projects, proposing corrective actions, when it is required, and monitoring the application and the effectiveness of these actions;
- Participating in technical meetings with the beneficiaries, for the resolution of problems concerning the project implementation;
- Assisting the MA in drafting the Annual Reports and Final report;
- Providing reports and statistics on the financial progress of the Programme and the corresponding indicators to be submitted to the MA and Puglia region and - if necessary – proposing the appropriate corrective measures;
- Supporting the MA in the preparation of administrative acts regarding financial and programming issues to be submitted to the Monitoring Committee and to the European Commission;
- Assisting the MA in meetings and other bodies in order to find appropriate solutions to improve the management and control system;
- Assisting the MA in informing the final beneficiaries of any decisions taken by the Monitoring Committee;
- Providing support to the MA in the implementation of information, communication and promotion activities addressed to beneficiaries and stakeholders of the Programme;
- Cooperating with the Antenna and Info Contact Points in capturing good results and capitalisation examples;
- Supporting the MA in the evaluation and capitalization of the Programme results and impacts at national level through the analysis of the awarded project proposals by comparing them with the activities funded by other national and European programmes that operate in the area as well as by identifying best practices;

- Supervising the JS Staff to plan the contents and prepare the materials related to the training sessions, events and seminars to be realized with the Programme beneficiaries;
- Representing the JS at meeting and events with the Programme management bodies, including facilitation and moderation of seminars/workshops, chairing larger sessions, making presentations, in coordination with the Programme stakeholders, aimed to for project beneficiaries;
- Supporting the MA in performing on-the-spot visits of operations.

Project Officer Position

The Project Officer's responsibilities include the development and the implementation of tools and administrative procedures at Programme and project level, evaluation, monitoring and reporting, including the financial and communication aspects and assistance to final beneficiaries.

The Project Officer also carries out monitoring and control actions with the beneficiaries in all the implementation phases of the financed projects and participates in the activities of the Secretariat as well as those carried out by the National Authorities.

Job description:

- Drafting, updating and optimizing Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries, preparation of FAQs) to submit the JS Coordinator;
- Supporting the procedure of the project proposals submission, by providing clarifications to applicants regarding the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc.);
- Drafting the project evaluation procedures according to the selection criteria approved by the Monitoring Committee (MC);
- Evaluating the project proposals with regards to their eligibility, compliance with the administrative requirements, and qualitative assets based on the selection criteria approved by the MC;
- Supporting the MA in the organisation of the MC meetings and in the implementation of their decisions including preparation and presentation of the outcomes of the evaluation results;
- Monitoring the projects implementation by examining the fulfilment of the obligations of the beneficiaries, as described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme;
- Identifying the problems or the delays in the projects, proposing corrective actions, when it is required, and monitoring the application and the effectiveness of these actions;

- Participating in technical meetings with the beneficiaries, for the resolution of problems concerning the project implementation;
- Supporting the MA in the process of the requests for project modification that are submitted by the Lead beneficiary and preparing the relative documents for approval as specified in the Programme manual;
- Entering in the MIS all required data at project and Programme level, according to the control management system;
- Preparing/drafting of reports aimed to inform the Monitoring Committee and the European Commission, regarding the operational and financial progress of the projects and of the Programme;
- Supporting the preparation / drafting of the Annual reports and of the Final Report;
- Contributing in the preparation / drafting of the Evaluation Reports;
- Monitoring the environmental impact of projects and compiling relevant reports with the MA guidance, if requested;
- Supporting the MA in performing on-the-spot visits of operations;
- Monitoring the application of the recommendations and corrections, after the first and second level controls;
- Supporting the MA in the evaluation and capitalization of the Programme results and the collection of good practices, and in the activities that are complementary with other national and European Programmes;
- Supporting the MA in maintaining and archiving of all documents (electronic version and hard copies) that are related to the project implementation, the expenses and the audits, so that an effective audit trail is ensured;
- Organising and/or participating at meetings and events (e.g. info-days, mid-term and final Programme conferences, thematic workshops, European Cooperation Day, thematic fairs, trainings sessions, seminars, external conferences, etc.) in coordination with the Programme stakeholders, aimed to project beneficiaries;
- Participating in Monitoring committee and internal Programme meetings;
- Supporting the Communication Officer by providing relevant material for the Programme's website and newsletters.

Project Officer Position with Italian legal and administrative expertise

The main functions of the Project officer with Italian legal and administrative expertise are to ensure a sound legal and administrative management of the Programme, and to assist final beneficiaries for a sound management of the projects. Additionally, he/she coordinates all public procurement procedures implementation and service contract management of the

Programme, along with contract management between the Programme MA and project Lead Beneficiaries.

Job description:

- Drafting, updating and optimizing Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries, preparation of FAQs) to submit the JS Coordinator;
- Supporting the procedure of the project proposals submission, by providing clarifications to applicants regarding the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc.);
- Drafting the project evaluation procedures according to the selection criteria approved by the Monitoring Committee (MC);
- Evaluating the project proposals with regards to their eligibility, compliance with the administrative requirements, and qualitative assets based on the selection criteria approved by the MC;
- Supporting the MA in the organisation of the Monitoring Committees meetings and in the implementation of their decisions including preparation and presentation of the outcomes of the evaluation results;
- Monitoring the projects implementation by examining the fulfilment of the obligations of the beneficiaries, as described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme;
- Identifying the problems or the delays in the projects, proposing corrective actions, when it is required, and monitoring the application and the effectiveness of these actions;
- Participating in technical meetings with the beneficiaries, for the resolution of problems concerning the project implementation;
- Supporting the MA in the process of the requests for project modification that are submitted by the Lead beneficiary and preparing the relative documents for approval as specified in the Programme manual;
- Entering in the MIS all required data at project and Programme level, according to the control management system;
- Preparing/drafting of reports aimed to inform the Monitoring Committee and the European Commission, regarding the operational and financial progress of the projects and of the Programme;
- Supporting the preparation / drafting of the Annual reports and of the Final Report;
- Contributing in the preparation / drafting of the Evaluation Reports;

- Monitoring the environmental impact of projects and compiling relevant reports with the MA guidance, if requested;
- Supporting the MA in performing on-the-spot visits of operations;
- Monitoring the application of the recommendations and corrections, after the first and second level controls;
- Supporting the MA in the evaluation and capitalization of the Programme results and the collection of good practices, and in the activities that are complementary with other national and European Programmes;
- Supporting the MA in maintaining and archiving of all documents (electronic version and hard copies) that are related to the project implementation, the expenses and the audits, so that an effective audit trail is ensured;
- Organising and/or participating at meetings and events (e.g. info-days, mid-term and final Programme conferences, thematic workshops, European Cooperation Day, thematic fairs, trainings sessions, seminars, external conferences, etc.) in coordination with the Programme stakeholders aimed to project beneficiaries;
- Participating in Monitoring committee and internal Programme meetings;
- Supporting the Communication Officer by providing relevant material for the Programme's website and newsletters.

In addition to the aforementioned tasks, the Project Officer with Italian legal and administrative expertise shall have the following main functions:

- Supporting the MA in the implementation of the Monitoring Committee decisions;
- Supporting the MA in the preparation, at legal level, of calls for project proposals;
- Drafting public procurement procedures related to the Programme implementation;
- Supporting the assessment committees in the opening sessions, assessing the financial and management capabilities of the tenders, ensuring correct contract procedures, in the respect of the regional, national and EU legislation;
- Supporting the MA in the preparation of Subsidy Contracts and annexes to be signed with the Lead beneficiary of the projects;
- Supporting the MA in providing legal and administrative information and assistance to final beneficiaries during the project implementation, in collaboration with the other JS staff and the Info Contact Points, for the smoothest implementation of the project initiatives.

Communication Officer Position

The main functions of the Communication Officer within the JS are to coordinate, manage and supervise the overall communication, promotion and dissemination activities of the Programme, under the supervision of the JS Coordinator and the MA, supporting the National

Authorities and the beneficiaries with the collaboration of the Info Contact Points in Patras and in Ioannina, the Antenna Office in Corfu and the Branch Office in Thessaloniki. He/she also plans and manages the tools made available by the National Authorities to implement the communication plan of the Programme.

Job description:

- Developing, updating, implementing and evaluating the Programme communication plan in line with its strategy and in relation and coordination with concerned Programme actors, following the EC Regulations;
- Contributing in the drafting of any material produced by the JS (guides, reports and so forth) for calls, project proposal evaluations, project monitoring in cooperation with Project Officers;
- Maintaining and updating the Programme's website;
- Developing Programme online and paper publications including leaflets, brochures, newsletters, audio-visual materials etc., including all stages from the conception, the collection of data and information, writing, illustrating and editing;
- Contributing to the development and implementation of the Programme activities on social networks, including its day-to-day maintenance and updating;
- Responsible for the beneficiary search webpages;
- Ensuring that all interested stakeholders have access to the Programme documents, news and announcements;
- Collaborating with the Communication Managers of the MA, the Antenna and the Info Contact Points for information and communication activities according to the Programme Communication Plan;
- Supporting the Managing Authority in the preparation of the reports on communication matters addressed to the European Commission (reporting, monitoring and evaluation of the communication plan implementation);
- Ensuring the visibility of the Programme towards various groups in a targeted and thematic approach, in the media and with relevant institutions across the cooperation area;
- Collecting, organizing, editing and disseminating efficiently the information on the Programme, its themes and its funded projects;
- Ensuring both internal and external accessibility of information related to the development and results of the Programme and its projects;
- Supporting final beneficiaries in the dissemination of information about their projects (strategic support during the development and implementation of project communication plans as well as technical support for the use of Programme communication tools, social networks etc.);
- Organizing and/or participating at meetings and events (e.g. launching, mid-term and final Programme conferences, thematic workshops, European Cooperation Day, thematic fairs, training workshops, external conferences, etc.) in coordination with the Programme

stakeholders, seminars for Lead beneficiary and Project beneficiaries, on communication issues;

- Contributing in drafting of annual and final implementation reports;
- Participating in Monitoring committee and internal Programme meetings;
- Supporting the MA and JS staff in reporting to the Monitoring Committee and the European Commission bodies, with reference to the communication issues.

Administrative Assistant Position

The Administrative Assistant provides support to the core JS, taking care of the administrative activities deriving from the requests of the Managing Authority and the National Authorities and of the organizational and operational management phase of the Programme events.

Job description:

- Responsibility for the setting up and maintenance of the Programme's mailing list and contacts databases;
- Responsibility for the operational management (drafting, protocol, sending) of the Managing Authority's communications towards project beneficiaries, Monitoring Committee, other Programme Authorities, the European Commission and the Programme national referents;
- Responsibility for the management of the Programme document archives;
- Responsibility for the operational secretary activities of the Programme;
- Responsibility for the internal communications among the MA, the JS, the Antenna and the Info Contact Points;
- Supporting the MA in convening and managing the Monitoring Committee meetings, including the functions of meetings reporting;
- Supporting the MA and the JS staff in the organization and operational management of Programme events.

Art. 3 General eligibility requirements

In order to be eligible for the specific selection procedure, applicants need to fulfill the following eligibility requirements, at the date of submission of the application:

- Citizenship of one of the Member States of the European Union;
- Enjoyment of civil and political rights;
- Not having criminal pending juridical proceedings and not being recipients of prevention or safety measures, or civil decisions and administrative measures registered in the criminal records;
- Not being in situations of incompatibility or conflict of interest, even only potential, with the activities of Puglia Region and with the Programme (Declaration pursuant to articles 46 and 47 of Presidential Decree 445/2000 and Declaration for the assignment of the collaboration task in Puglia Region);
- A University degree of at least four years in any field of relevance to the tasks mentioned above as accepted by the Public Sector of the candidate's country of citizenship;

- Excellent knowledge of English (level C2 or equivalent) which can be assessed with written and/or oral tests by the Selection Committee;
- Excellent knowledge of the Italian language or the Greek language which will be evaluated during the interview;
- Computer skills (Office, Open Office, Internet) which can be evaluated with practical tests by the Selection Committee.

The candidate must present a self-declaration attesting to possess the aforementioned requisites and only candidates who meet the eligibility requirements will be admitted to the evaluation of qualifications and professional experience on the basis of the CV and the interview.

Art. 4 Specific requirements

In order to be eligible for the specific selection procedure, applicants need to have the following competences at the date of submission of the application:

Coordinator Position

- Have at least 7 years of working experience in management of EU Programmes out of which at least 4 years in Cooperation Programmes;
- Have at least 3 years of experience in team leading.

Project Officer Position

- Have at least 5 years of experience in management of EU funded Cooperation Projects / Programmes foreseeing the cooperation between two or more Countries.

Project Officer Position with Italian legal and administrative expertise

- Have at least 5 years of experience in management of EU funded Cooperation Projects / Programmes foreseeing the cooperation between two or more Countries.
- License to practice the profession of the lawyer (or equivalent in other EU countries).

Communication Officer Position

- Have at least 3 years of working experience in communication management of EU funded Cooperation Projects / Programmes foreseeing the cooperation between two or more Countries.

Administrative Assistant Position

- Have at least 4 years of working experience in a relevant post within EU funded Cooperation Projects / Programmes foreseeing the cooperation between two or more Countries.

Art. 5 Evaluation elements and criteria

The overall assessment procedure of the core JS will be based on the following elements:

1. Eligibility requirements: criterion YES/NO for admission;
2. Professional qualifications: working experience evaluation based on CV (50/100 score);
3. Professional and IT skills: to be assessed during the interview (20/100 score);
4. Linguistic knowledge: to be demonstrated through a test/interview (30/100 score).

Please note that the periods of possible overlap between more than one professional experience are considered only once.

The professional qualifications that will be evaluated on the basis of the CV in addition to those provided for by the art. 4 – Specific requirements, are the following:

- Have a valid and recognized post-graduate degree: Ph. D. and/or master (max 5 points);
- Work experience in the management and technical or legal or administrative support to international Programmes and projects financed by the EU or by national or regional funds (max 15 points);
- Excellent knowledge of both Italian and Greek languages (5 points).

Art. 6 - Submission of the application dossier

The application dossier must include:

- The Application form, written in English language, duly filled, dated and signed (See “Annex 1 template”);
- A Curriculum Vitae in Europass format, written in English language, duly signed and dated (*Please include the Declaration of awareness of legal consequences in case of false declarations on the basis of Italian Law, D.P.R. 445/2000¹, along with the privacy clause - ex Italian Legislative Decree n.196/2003 - and the authorization to process personal data²*) with specific references to exact dates of the professional experience, employers, position and roles description.
- Copy of a valid identification document (e.g. Passport/ID card).

The signature on the application form (Annex 1) is equivalent to the complete acceptance of the provisions contained in this Public notice and relevant annexes. **If not signed, curriculum vitae will not be assessed.**

¹ I declare - under my responsibility on the basis of Italian Law, D.P.R. 445/2000, and aware of the legal consequences in case of false declarations - that what written is true.

²I authorize the processing of my personal data according to art. 13 of the Legislative Decree n. 196 of 30.06.2003, as amended by Legislative decree n. 101 of 10 August 2018, and of art. 13 of the G.D.P.R. – EU Regulation 2016/679 for the purpose of staff search and recruitment.

All documents must be written in English language otherwise they will not be assessed.

The **application dossier** may be submitted in hard paper version (hand-delivered, registered mail or courier) or electronically (exclusively via certified mail – PEC).

In case of hard paper version submission, the application dossier must be sent, in a sealed envelope, to the following address:

**Regione Puglia
Coordinamento Politiche Internazionali - Sezione Cooperazione Territoriale
Lungomare Nazario Sauro, 31/33
70121 Bari – Italy**

The envelope of the application dossier shall clearly indicate **“ETC Programme Interreg V-A Greece-Italy 2014/2020 - Public vacancy notice - Selection Procedure for Position “.....” – Applicant’s Surname and name and his/her address”**.

In case of electronical submission by certified mail (PEC), the application dossier must be sent to the following address: sezione.cooperazioneterritoriale@pec.rupar.puglia.it.

In particular, documents sent electronically must be in PDF format only and must be named as follows:

- *Surname and name* – application form;
- *Surname and name* – identity document;
- *Surname and name* – CV.

The subject of certified mail must include: **“ETC Programme Interreg V-A Greece-Italy 2014/2020 - Public vacancy notice - Selection Procedure for Position “.....” – Applicant’s Surname and name”**.

Applications must arrive not later than 15 calendar days from the publication of this Notice in the Official Journal of Puglia Region (B.U.R.P.).

If the deadline falls on a public holiday (Sunday or other annual holidays), the deadline is extended to the next working day.

In case of submission of the application dossier in hard-paper version, a stamp provided by Puglia Region at its reception will prove the date of arrival.

In case of electronic submission of the application dossier by certified mail (PEC), the sender will receive a confirmation of receipt message certifying the exact date and time of delivery.

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.

Puglia Region assumes no responsibility for non-receipt of applications and subsequent communications due to incorrect address provided by the applicant; lack or delay in communicating changes to the address indicated in the application by the applicant; any errors or delays by the telematic services, by third parties, causality or causes of force majeure.

Art. 7 – Selection procedure

The evaluation of CVs and the interview will be done by a Joint Selection Committee appointed by Puglia Region, in cooperation with the Programme Managing Authority. Two representatives of the Managing Authority will take part to the interview phase.

It should be noted that, at any stage of the selection procedure, candidates may be required to provide documentation proving the statements made by self-certification in Annex 1 to this public selection notice and in the CV presented.

We will proceed to the verification of the existence of the general and specific requirements, then to the evaluation of the professional qualifications based on the CV. Candidates who, on the basis of the aforementioned evaluation, have achieved a score equal to or greater than 40/100 will be admitted to the subsequent interview.

Admission to the interview is declared by sending a specific communication sent by certified e-mail to the e-mail address indicated by the candidate at the time of submitting the application, containing the score obtained by the applicant upon the evaluation of the titles.

Failure to present the candidate on the date and site of the interview, communicated as above described, will be considered a waiver.

The interview, in addition to evaluating the linguistic and computer skills of the candidates, even by specific practical tests, will focus on the following subjects:

- European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;
- EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2014-2020 programming period;
- European Macro-regional Strategies, with a specific focus on EUSAIR;

- Fundamentals of Public Procurement rules and procedures;
- Management and Control system of ETC Programmes;
- Fundamentals of Cooperation Programmes and projects communication requirements (as regards the Communication Officer, also knowledge of social and media network);
- Working experience in an international and multicultural environment.

The final score (max 100 score) of each candidate, reported in a final ranking list, will be exclusively published in the “Concorsi – Avvisi di selezione pubblica” section of the official website of Puglia Region: www.regione.puglia.it”.

The selected candidate will be asked to confirm in written his/her acceptance of the assignment within 7 calendar days from the request sent by Puglia Region, in the same way as for sending the application form; if this deadline is expired, for which the date of reception by Puglia Region in case of sending by post, the ranking list will be scrolled.

The publication of this notice, the participation at the procedure and the formation of the ranking list do not imply for Puglia Region any obligation to proceed at the contract signature nor, for participants in the procedure, any right to any performance of the Administration itself.

Art. 8 – Contract typology, duration and economic treatment

Puglia Region will assign the tasks to the selected candidates by signing a self-employment contract, the effectiveness of which will start from the day following its publication on the “Transparent Administration – Consultants and Collaborators Section” of the official website of Puglia Region: www.regione.puglia.it.

The contract will last until 31 December 2023, but is subject to the following withdrawal conditions:

- The Coordination of International Policies -Territorial Cooperation Section reserves the right to withdraw with at least 30 days' notice, to be communicated in certified e-mail, from the contract corresponding to the expert the salary determined in proportion to the period of work carried out;
- The expert may withdraw from the contract in advance with at least 30 days' notice, to be communicated in certified e-mail, and in that case the salary to be settled will be determined in proportion to the period of work done; in the case of non-compliance with the notice period, the employee will be subject, as a penalty, to a deduction equal to 15% of what is due.

In addition, the pursuance of contracts until the end of the Programme is subject to an annual audit of the contribution provided by the expert in charge and the progress of the Programme, by Puglia Region – International Policies Coordination – Territorial Cooperation Section; in

case of unsatisfactory outcome of this verification, Puglia Region, having heard the Programme Managing Authority, can terminate the contractual relationship.

The renewal of contracts is not allowed.

Art. 9 – Contractual and economic treatment

The task assigned with this contract must be carried out, without any subordination constraint, with full autonomy by the expert in charge, both with regards to the definition and organization of the performance execution methods and with reference to time and workplace.

However, since the Joint Secretariat Greece-Italy is a super-national body and also having to provide direct support to the Managing Authority of the Programme, the experts in charge will have to ensure, and agree with the latter, their presence at the premises of Puglia Region Coordination International Policies - Territorial Cooperation Section, for at least three days a week and whenever necessary to comply with the provisions of this contract; this obligation may also be fulfilled at the premises of the Managing Authority or other location indicated by the Managing Authority itself or by the Territorial Cooperation Section.

The following annual gross remuneration will be paid to the experts in charge; only the additional social security contribution of 4%, if required and due, and VAT, if due under the tax regime of the employee, will be paid in addition by Puglia Region:

- **“Coordinator” Position:** 55.000,00 euros (fifty-five thousand);
- **“Project Officer” Position:** 45.000,00 euros (forty-five thousand);
- **“Project Officer Position with Italian legal and administrative expertise”** 45.000,00 euros (forty-five thousand);
- **“Communication Officer” Position:** 40.000,00 euros (forty thousand);
- **“Administrative Assistant” Position:** 30.000,00 euros (thirty thousand).

The payment of the remuneration will be made in instalments on a quarterly bases, upon transmission, by the person in charge, to the Territorial Cooperation Section, of a report of the activities carried out in the two months; within 5 working days (excluding Saturday) from the reception of the quarterly report, the Territorial Cooperation Section may request only once additions or clarifications to the appointed expert who is required to provide them. The reports will be submitted also to the Managing Authority. After the aforementioned deadline of 5 days or after the transmission of additions and clarifications, the appointed expert can send a specific electronic invoicing for the services provided during the two months, which Puglia Region will liquidate according to the procedures and times prescribed by the art. 1 of the legislative Decree n. 192/2012.

Travels in Italy and abroad of the experts in charge must be previously authorized by the Territorial Cooperation Section and will be organized at the expert's total care and expense; the costs incurred will be reimbursed within the limits of the internal regulation of Puglia Region

and the reimbursements, which will be detailed and requested within the above quarterly report, must be considered separately from the aforementioned annual economic treatment.

Art. 10 - Publicity

This public vacancy notice is published in the Puglia Region's Official Bulletin, on its official website www.regione.puglia.it and on the Programme's official website www.greece-italy.eu.

Art. 11 – Juridical reference

With reference to what not explicitly detailed within this Public vacancy notice, please refer to the enforced Italian Law.

Art. 12– Personal data treatment

The data, the elements and any other information gained with the application will be used exclusively by Puglia Region for the purpose of this selection, ensuring the security and privacy of the data, even if treated with automatic and/or manual systems, pursuant to the Italian Legislative Decree n.196/2003 as modified by the Legislative Decree n. 101 of 10.08.2018 and by the art. 13 of G.D.P.R. – EU 2016/679 Regulation.

Art. 13 – Responsible for the procedure

The responsible for the procedure is Simonetta Trivelli
For more information: Regione Puglia - Coordinamento Politiche Internazionali - Sezione Cooperazione Territoriale - Simonetta Trivelli, e-mail: s.trivelli@regione.puglia.it; Ph. +39 080 5406478.

Application form template and self-certification of selection access requirements

Annex 1

EUROPEAN TERRITORIAL COOPERATION PROGRAMME

INTERREG V–A GREECE-ITALY 2014/2020

Application to participate in the public vacancy notice for the appointment of a self-employed member of the Programme Joint Secretariat – Position

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Regione Puglia
Coordinamento Politiche Internazionali
Sezione Cooperazione Territoriale
Lungomare Nazario Sauro, 31-33
70121 BARI (ITALY)
sezione.cooperazioneterritoriale@pec.rupar.puglia.it

I/The undersigned (*name and surname*) _____
born in (*Town, Country*) _____, date (*dd/mm/yyyy*) _____
address _____
ZIP Code _____ Town _____ Country _____
Ph. _____ E-mail _____
Certified mail (PEC) _____

Ask

to be admitted to the selection procedure for the position ofof
the Joint Secretariat of the “ETC Programme Interreg V-A Greece–Italy 2014/2020”.

I also require

to receive all communications concerning the abovementioned selection procedure exclusively to
the following E-mail address _____ or E-mail certified address
(*PEC*): _____

To this end, aware of the criminal penalties provided by Article 76 of D.P.R. 445/2000 in case of false declarations, or the use of false documents,

I declare

under my own responsibility, according to the articles 46 and 47 of the aforementioned D.P.R. 445/2000, to meet the requirements for the admission to the selection procedure and in particular:

- I am a/an _____ citizen (*nationality*);
- I have full enjoyment of civil, political and citizenship rights;
- I have no criminal convictions and I'm not the recipient of preventive or safety measures, i.e. civil decisions or administrative measures entered in the criminal record;
- I have fulfilled all legal obligations relating to military or civilian service (if applicable);
- I'm not in a situation of incompatibility or conflict of interest with Puglia Region, other national institutions referent to the Programme and with the European Territorial Cooperation Programme (INTERREG V-A) Greece-Italy 2014/2020;
- I have the qualifications attesting to the particular and proven specialization also university necessary to carry out the specific task and the experience in the field, to be highlighted analytically in the curriculum;
- I have the general and specific requirements of articles respectively. 3 and 4 of the public notice for the chosen position, as well as the evaluation elements referred to in art. 5, to be highlighted analytically in the curriculum;
- The attached Curriculum Vitae is truthful and correct, duly signed and dated, in the Europass format, with specific reference to the exact day, month and year of the beginning and end of each individual work experience and is written exclusively in English;
- I am available to travel abroad;
- I have a valid and recognized (note: the recognition is required only for non - EU countries) Bachelor's degree (legal duration of the degree course of at least 4 years)) in _____, awarded in year _____ by the University of _____ (specify country of the University);
- I have an excellent knowledge of the English language (level C2 or equivalent);
- I am available to take office, in the terms and conditions specified in the public notice;
- I commit to giving timely notice of any changes in the possession of the requirements declared so far.

For non-EU candidates:

- I am in possession of a valid residence permit (already available in the application phase valid in the subscription phase of the contract).

Attachments for all candidates:

- 1) Copy of a valid passport/identity card;
- 2) Curriculum Vitae in Europass format, written in English language, duly signed and dated (*Please include the Declaration of awareness of legal consequences in case of false declarations on the basis of Italian Law, D.P.R. 445/2000³, along with the privacy clause - ex Italian Legislative Decree n.196/2003 - and the authorization to process personal data⁴*) with specific references to exact dates of the professional experience, employers, position and roles description.

In faith, (*Place and date*) _____

Signature (original signature in extended version)

³ I declare - under my responsibility on the basis of Italian Law, D.P.R. 445/2000, and aware of the legal consequences in case of false declarations - that what written is true.

⁴I authorize the processing of my personal data according to art. 13 of the Legislative Decree n. 196 of 30.06.2003, as amended by Legislative decree n. 101 of 10 August 2018, and of art. 13 of the G.D.P.R. – EU Regulation 2016/679 for the purpose of staff search and recruitment.