

Regional Office for Cross-border Cooperation Timișoara

headquartered in Timisoara, 5, Proclamatia de la Timisoara Street,
telephone: 0356-426360, fax: 0356-426361

launches the competition for:

Joint Secretariat Consultant (RO)

in the Joint Secretariat Department
for the Interreg IPA Romania-Serbia Programme

The selection procedure is based on the competition taking place on **08.08.2023**, starting at 10.00 at the headquarters of the Regional Office for Cross-border Cooperation Timisoara, Proclamatia de la Timisoara Street no. 5, 1st floor and it will consist of four sections:

- Written test based on the reference list;
- English written test;
- Practical IT test;
- Interview in English.

Deadline for submitting your CV: **01.08.2023, 16.00 p.m.**, at the headquarters of the Regional Office for Cross-border Cooperation Timisoara or via e-mail at carmen.stojanovic@brct-timisoara.ro

The participation of candidates in the competition will be confirmed by the 3rd of August 2023, 17.00 p.m.

For guidance, please contact the Human Resources, Communication and Administrative Office, Carmen Stojanović at: +40356426360 +40726927766 or carmen.stojanovic@brct-timisoara.ro

Requirements:

- University/Bachelor`s degree attested by a diploma (long-term higher education attested by a bachelor`s degree or equivalent) preferably in the field of **economics, engineering or similar** (economical engineering, international relations, social sciences etc.);
- **Excellent knowledge of Romanian, very good knowledge of English;**
- **Very good IT operating skills – Microsoft Office package, Teams, Outlook;**
- Driving licence, B category;
- Romanian nationality or nationality of another European Union Member State, of a State party to the Agreement on the European Economic Area (EEA) or citizenship of the Swiss Confederation.

Documents required to prepare the folder for participation in the competition:

- **Cover letter;**
- **European format CV:** Europass <https://europa.eu/europass/ro/create-europass-cv>
- **Registration form for the contest.**

Note: The copies of the relevant study diplomas; the criminal record; the medical certificate attesting the state of health corresponding to the mention for employment, issued by the candidate's family doctor or by authorized health units no later than 3 months prior to the competition; the copy of identity card and driver's license (if applicable); proof of work experience / recommendations are documents that will be required and checked by the secretary of the competition committee only in the case of the candidate who is declared a winner.

PROFILE:

- Capacity to analyse activities specific to programmes financed by EU funds, in accordance with EU Regulations;
- Ability to know and apply EU regulations and directives and specific national legislation;
- Ability to understand complex issues and communicate effectively;
- Very good ability to analyse and synthesize data and information and attention to detail;
- Organizational capacity and smooth management of activities, social skills and flexibility - compliance with the rules of conduct necessary for teamwork;
- Attention to professional development and availability for carrying out activities in extended hours and travel, in compliance with Law 53/2003 Romanian Labour Code with subsequent amendments and completions.

GENERAL JOB DESCRIPTION:

- Maintains the communication and collaboration relationship with regional, national and international partners of our office;
- Provides the secretariat of the Monitoring Committee of the Interreg IPA Romania-Serbia Programme 2021-2027, which also manages the closure of

the Interreg-IPA Romania-Serbia Cross-Border Cooperation Programme 2014-2020;

- Drafts observations and proposals related to the implementation process of cross-border cooperation programmes between Romania and Serbia and provides the secretariat of the meetings;
- Prepares reports and situations related to technical assistance carried out within our office in order to support the implementation of cross-border cooperation programmes between Romania and Serbia;
- Participates in the activities related to launching and promoting calls for project proposals within Romania-Serbia cross-border cooperation programmes and is responsible for their organization in accordance with the provisions of the annual approved activity plans, implementation indicators and procedures;
- Supports the evaluation process of applications submitted under the calls for project proposals organized within the cross-border cooperation programmes between Romania and Serbia, by providing the secretariat of the evaluation committees;
- Participates in the pre-contracting and contracting phases of calls, respecting the principle of separation of functions.

REFERENCE LIST:

For an overview of the activity of BRCT Timisoara and the implementation of cross-border cooperation programmes between Romania and Serbia, please refer to www.romania-serbia.net and www.brct-timisoara.ro

- LAW no. 315 of 28 June 2004 on regional development in Romania updated, **sections on cross-border cooperation**;
<https://legislatie.just.ro/Public/DetaliuDocument/53040>
- REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1296/2013. 1301/2013, (EU) No 1301/2013. Regulation (EU) No 1303/2013, Regulation (EU) No 1304/2013, 1309/2013, (EU) No 1309/2013, Regulation (EU) No 1316/2013, (EU) No 1316/2013. 223/2014, (EU) No 223/2014. 283/2014 and Decision no. Regulation (EU, Euratom) No 541/2014/EU and repealing Regulation (EU, Euratom) No 541/2014/EU. 966/2012
<https://eur-lex.europa.eu/legal-content/RO/TXT/?uri=celex%3A32018R1046>

Interreg IPA Romania-Serbia Programme 2021-2027:

<https://romania-serbia.net/2021-2027/>

- Final Interreg IPA Romania-Serbia Programme, document published on 20.07.2022
<https://romania-serbia.net/2021-2027/programme/programming-documents/>
- Regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments;



<https://eur-lex.europa.eu/legal-content/RO/TXT/?uri=CELEX%3A32021R1059>

Interreg-IPA Cross-border Cooperation Romania-Serbia Programme:

https://www.romania-serbia.net/?page_id=215 (Legislation)

- DELEGATED REGULATION (EU) NO Commission Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 481/2014 Regulation (EU) No 1299/2013 of the European Parliament and of the Council as regards specific rules on eligibility of expenditure for cooperation programmes.