

**Regional Office for Cross-border Cooperation Timisoara  
(ROCBC Timisoara)**

Head Office: Timisoara, 5 Proclamatia de la Timisoara Street,  
Phone: 0356-426360, Fax: 0356-426361

**Position Open for Recruitment:****Controller**

in the First Level Control Unit, for the Interreg IPA Romania-Serbia Programme

**Recruitment Process:**

The competition will take place on **10th December 2024** at 10:00 a.m. at the ROCBC Timisoara headquarters, located at 5 Proclamatia de la Timisoara Street, 1st floor, and will include four stages:

1. **Written Test** based on the competition bibliography.
2. **Written English Language Test.**
3. **Practical Computer Skills Test.**
4. **Interview in English.**

**Deadline for application submission:**

5th December 2024, by 4:00 p.m., at the ROCBC Timisoara headquarters or via email to [carmen.stojanovic@brct-timisoara.ro](mailto:carmen.stojanovic@brct-timisoara.ro).

Candidates' participation in the competition will be confirmed by **6th December 2024**, by 5:00 p.m.

**For Further Assistance**, contact the Human Resources, Communication, and Administrative Office, Carmen Stojanović, at:

Phone: +40356426360 or +40726927766

Email: [carmen.stojanovic@brct-timisoara.ro](mailto:carmen.stojanovic@brct-timisoara.ro)

**Requirements:**

- **Education:** University degree in economics, administration, law, or technical fields, with a bachelor's diploma.
- **Experience:** At least three years of experience in implementation, management, or control/audit of operations financed by public or private funds.
- **Language Skills:** Proficiency in English.
- **Computer Skills:** Advanced Microsoft Office, Teams, and Outlook skills.
- **Additional Knowledge:** Understanding of public procurement processes according to Romanian legislation is an advantage.
- **Driver's Licence:** Category B.

- **Citizenship:** Romanian citizenship or citizenship of an EU Member State, a state party to the European Economic Area Agreement (EEA), or Swiss Confederation citizenship.

#### Documents Required for the Application:

1. **Cover Letter.**
2. **European-format CV** (see template at: [Europass CV](#)).
3. **Application Form** for the competition.
4. **Copy of Identity Card.**
5. **Copy of Driving Licence.**
6. **Copies of Relevant Diplomas.**
7. **Proof of Work Experience** in line with the requirements.

*Note:* The criminal record and a medical certificate attesting to a suitable health status for employment, issued by the candidate's GP or authorised medical institutions within three months prior to the competition, will be required and verified by the competition committee secretary only for the candidate declared successful.

#### Candidate Profile:

- **ability to understand complex issues and communicate effectively;**
- **strong data analysis and synthesis skills, attention to detail;**
- **organisational skills and activity management, social skills, flexibility – compliance with teamwork conduct norms;**
- **knowledge and application of EU regulations and national legislation;**
- **commitment to professional development and willingness to work overtime and travel,** respecting Law 53/2003 (Labour Code) and subsequent amendments.

#### General Objectives of the Position:

- **Conducts management verifications** for Romanian beneficiaries of projects financed through the Interreg IPA Romania-Serbia Programme.
- **Verifies the legality/regularity** of expenses declared by Romanian beneficiaries under the Programme, ensuring compliance with both EU and national legislation. Checks cover administrative, financial, technical, and physical aspects of the controlled operation.
- **Establishes Eligibility of Expenses** through verification of the Romanian partners' accounting system to certify the recording of expenses, including income and expense allocation in analytic accounts.

- **Ensures Record-Keeping Compliance:** Verifies that Romanian beneficiaries maintain records for all expenses in line with EU and national legislation.
- **Ensures Product/Service Delivery and Payment Verification:** Verifies that services have been delivered, work executed, and all real costs declared by beneficiaries have been paid in compliance with applicable EU and national legislation, Programme requirements, and project funding conditions.
- **Verifies Public Procurement Compliance:** Ensures public procurement procedures are in line with national legislation and Programme requirements.

### Bibliography:

For an overview of ROCBC Timisoara's work and the Romania-Serbia cross-border cooperation programmes, please visit [romania-serbia.net](http://romania-serbia.net) and [brct-timisoara.ro](http://brct-timisoara.ro).

1. **LAW no. 315/2004 on Regional Development in Romania**, updated, with sections on cross-border cooperation: [Law Document](#)
2. **REGULATION (EU, Euratom) 2018/1046** on the Financial Rules Applicable to the General Budget of the Union: [Regulation Document](#)
3. **REGULATION (EU) 2021/1059 on European Territorial Cooperation (Interreg):** [Regulation Document](#)
4. **Law no. 98/2016 on Public Procurement**, with amendments: [Law Document](#)