



Formez Pa  
Center for services, assistance, studies and training for the modernization of PA

**Public notice  
for  
the selection of experts for the Joint Technical Secretariat of the IPA-Adriatic  
at the Abruzzo Region**

**Introduction**

The Instrument for Pre-Accession Assistance (IPA) aims at providing targeted assistance to the candidate countries and potential candidate countries for accession to the European Union; IPA prepares the candidate countries, inter alia, for the implementation of the Structural Funds, the Cohesion Fund and the European Agricultural Fund for Rural Development, specifically supporting the local institutions in introducing procedures as close as possible to those of the European Structural Funds.

The Abruzzo Region has been appointed as Managing Authority of the IPA CBC Programme as part of the Adriatic Cross-Border Component of the Financial Instrument IPA Adriatic 2007 - 2013, that involves 7 Italian Adriatic Regions (RAI), Abruzzo, Emilia - Romagna, Friuli Venezia Giulia, Marche, Molise, Puglia, Veneto and some territories of the States of Albania, Bosnia and Herzegovina, Croatia, Greece, Montenegro, Serbia and Slovenia.

The program includes 4 Priorities:

Priority 1 – Economic, Social and Institutional Cooperation

Priority 2 - Natural Resources, Cultural Heritage and Risk Prevention.

Priority 3 - Accessibility and Communication Networks.

Priority 4 - Technical Assistance.

Under Priority 4 - Technical Assistance to the Programme IPA ADRIATIC 2007 - a number of activities are foreseen to provide technical and operational support to the Managing Authority identified within the IPA –Adriatic Territorial Service Cooperation.

The technical assistance activities shall contribute to ensure the overall efficiency of the administrative activity and address any specific needs that might arise during the implementation of the Programme.

Following the Agreement of 11.26.2013 signed between the Abruzzo Region and Formez PA for the realization of the "Activities covered by Priority 4 - Technical Assistance to the IPA ADRIATIC 2007-2013 Programme" a number of technical assistance activities related to the competence of Formez PA have been identified, including, among others, public recruitment procedures for any job positions for the implementation of the IPA - Adriatic CBC 2007-2013, as approved by the Joint Monitoring Committee (JMC) of the Programme, and prepared by the Managing Authority.



This notice takes into account the changes made to the composition and remuneration of the staff of the Joint Technical Secretariat and included in the Financial Plan attached to the Addendum of the conventions of 26<sup>th</sup> November 2013 and on 13<sup>th</sup> January 2015, signed on 22<sup>nd</sup> April 2015.

This notice is aimed at selecting three experts to be appointed by FormezPA to support the implementation of the activities of the Joint Technical Secretariat.

The professional figures to be recruited are as follows:

**Profile 1 n. 1 Programme Finance Manager (senior)**

**Profile 2 n. 1 M.I.S. Manager and Developer (junior)**

**Profile 3 n. 1 Language Expert (Senior)**

Candidates can submit their applications for multiple profiles, provided that the specific requirements for each profile are satisfied.

In any case, each contract will be awarded by FormezPA to just one person selected on the basis of the marks obtained in the merit ranking list. In case of submission of multiple applications, if the candidate is ranked first for different positions, he/she shall choose the profile for which he/she intends to be assigned.

The eligible requirements and the tasks for each position are listed in Annex A to this Notice, which forms integral and substantial part thereof.

## **Recruitment procedure**

### **Art. 1 - Application procedure**

The application – to be submitted in Italian by the Italian citizens and in English by foreign citizens - shall be submitted by 2 November 2015 exclusively through Formez PA website ([www.formez.it](http://www.formez.it)), by filling in all sections of the electronic form under the Section "Application for public notice" **Experts for the Joint Technical Secretariat of the Adriatic IPA-CBC Programme at Abruzzo Region**, included in the Register of Collaborators, which will issue an online receipt proving evidence for the enrollment. Under penalty of exclusion, the application form shall include the CV in the European format only in English (for both Italian citizens and foreign nationals), as attachment.

By following the same indications mentioned above, meaning by filling the electronic form in, the application can be submitted also at the premises of Formez PA Rome, in Viale Carlo Marx 15, through the use of a computer available to the candidates from 10am to 1pm (working days).



The candidate, having read the information provided in accordance with art. 13 of the Italian Legislative Decree No. 196/2003 referred to in Art. 6, shall express in the application form his/her consent to the processing of his/her data for the purposes indicated in the Decree. Failing that, FORMEZ PA will not proceed with their treatment.

All applicants who have properly submitted the application form and the CV by the deadline and who possess the requirements will be eligible for the selection.

Applying to any of these job positions implies the full and unconditional acceptance of the entire content of this notice.

### **Art. 2. - Content of the application**

In the application form, the candidates shall declare, under penalty of exclusion:

- The surname, first name, taxation number, date and place of birth;
- The residence with the precise and complete address and the address to send any correspondence;
- To be Italian or of a Member State of the European Union or of a State member of the IPA ADRIATIC CBC Programme (i.e. Albania, Bosnia and Herzegovina, Croatia, Greece, Montenegro, Serbia and Slovenia);
- To have no prior criminal convictions against the public administration;
- To enjoy civil and political rights;
- Not to be banned from any public office on the basis of *res judicata*
- the job position for which he/she intends to apply
- to possess all eligible requirements listed in the Annex A for each profile

### **Art. 3 - Selection process and appointment procedure**

A Recruitment Committee, specially set up by Abruzzo Region, will examine the applications in order to check the possession of the requirements set out in the Annex A. The lack of one of the requirements will imply the exclusion from selection. The Commission, composed of English or mother tongue experts will check the English knowledge of each applicant. An informatics expert will verify the IT skills of the applicants as well.)

To check the eligibility of the applications, the recruitment committee will follow the steps indicated below:

- 1) a first phase focused on the overall evaluation of the curriculum vitae, to assess the applicant's experience, based on the criteria set out in Art. 4;
- 2) a second stage dedicated:
  - a). the verification of the computer skills through a practical test;



b. the examination of knowledge of the languages required for each profile, as specified in Annex A, through a specific interview;

c. assessment of the technical and administrative knowledge related to the job position and the tasks to be performed, as indicated in Annex A, by an interview that will allocate a maximum score of 30 points.

Candidates who obtained a minimum score of 21 points out of 40 points in phase 1 will pass to phase 2 of the selection.

The possess of a satisfactory level of knowledge of the language and computer skills as indicated in Annex A is a necessary condition to sit for the interview, mentioned at letter c).

Each candidate, in order to pass to phase 2, shall sign a self-declaration, in line with the Italian Decree 445/2000 in which he/she declares to possess the requirements declared in the application form and the attached CV.

The list of candidates admitted to phase 2 and the dates for the interviews will be published on Formez PA website ([www.formez.it](http://www.formez.it)) as well as on the IPA Adriatic website [www.adriaticpacbc.org/](http://www.adriaticpacbc.org/) . This publication equals to a notification, according to the law.

At the end of phase 2, the Recruitment Committee will draw up, for each profile, a ranking list that will be published on Formez PA website ([www.formez.it](http://www.formez.it)) and the IPA Adriatic website [www.adriaticpacbc.org/](http://www.adriaticpacbc.org/) within 15 days from the ending date of the interviews. This publication equals to a notification, according to the law.

Formez PA reserves the right to proceed to checks on the truthfulness of the information contained in the application form and in the *curriculum* of the winners.

For the appointment, the winners shall enroll in the Register of Collaborators of Formez PA.

**Art. 4 - Evaluation Criteria**

For the curricula evaluation, the Recruitment Committee will take into account the criteria below:

<b>Profile 1</b>	
<b>Programme Finance Manager (Senior)</b>	
<b>Experience</b>	
<b>(max 40 points)</b>	
<i>1. Professional experience in financial management,</i>	<i>(max 10 points)</i>

<i>monitoring, verifying the expenditure eligibility of the cross-border and/or transnational and/or inter-regional (after 4 years of experience, 1 additional point will be assigned to each additional year of experience)</i>	
<i>2. Experience in the management of cross-border programs co-financed by EU funds (INTERREG / CARD / PHHARE) (after 3 years of experience, 1 additional point will be assigned to each additional year of experience)</i>	<i>(max 10 points)</i>
<i>3. Experience in the preparation of administrative and financial acts related to financial and programming issues of the European Commission, experience in the preparation of requests for reimbursement to the European Commission, experience in drawing up procedural and financial progress reports</i>	<i>(max 20 points)</i>
High level of relevance	From 16 to 20 points
Average level of relevance	From 10 to 15 points
Sufficient level of relevance	From 5 to 9 points

<b><u>Profile 2</u></b> <b><u>M.I.S Manager and Developer</u></b>	
<b>Experience</b> <b>(max 40 points)</b>	
<i>1. Professional experience in the database management , data processing and systems analysis, software development, management information system (MIS), systems analysis, data administration, software engineering, network design or programming, including supervision);(after 5 years of experience, 1 additional point will be assigned to each additional year of experience)</i>	<i>(max 10 points)</i>
<i>2. Experience in the development and implementation of the procedures for processing electronic data information system and management of MIS Programme for the procedural monitoring and financial reporting</i>	<i>(max 10 points)</i>
High level of relevance	From 8 to 10 points
Average level of relevance	From 4 to 7 points
Sufficient level of relevance	From 1 to 3 points
<i>3. Experience in information systems for the management and control of programmes financed by the European Union</i>	<i>(max 20 points)</i>

High level of relevance	From 16 to 20 points
Average level of relevance	From 10 to 15 points
Sufficient level of relevance	From 5 to 9 points

<b>Profile 3</b> <b>Language Expert (Senior)</b>	
<b>Experience</b> <b>(max 40 points)</b>	
<i>1. Professional experience in the field of technical and administrative management including the preparation of supporting documents as part of the implementation of cross-border programmes and/or interregional co-financed by EU funds (Interreg / Cards / Phare) (after 5 years of experience, 1 additional point will be assigned to each additional year of experience)</i>	<i>(max 10 points)</i>
<i>2. Experience in the preparation and translation of the administrative, programme documents, management and project accounting-related documents</i>	<i>(max 20 points)</i>
High level of relevance	From 16 to 20 points
Average level of relevance	From 10 to 15 points
Low level of relevance	From 5 to 9 points
<i>3. Experience with translation and / or interpreting (after 3 years of experience, 1 additional point will be assigned to each additional year of experience)</i>	<i>(max 10 points)</i>

### **Art. 5 – Duration of the assignment and remuneration**

The winners will be assigned the contract under the Formez Collective Agreement of 7<sup>th</sup> July 2015 for the regulation of individual contracts of collaboration pursuant to art. 2, paragraph 2, letter a of the Italian Legislative Decree. N. 81/2015, the text of which is available on the FormezPA website ([www.formez.it](http://www.formez.it)) under the Register of Collaborations.

The place where the job will be held for all the profiles will be the premises of the Managing Authority of the Programme, located in L'Aquila, at the offices of the Abruzzo Region.

The remuneration for these positions, including VAT, taxes, social security contributions and insurance provided by law and to be borne by the winner and the Formez PA, are indicated in the table below, provided that the termination of the contract shall be set no later than 31<sup>st</sup> December 2016, subject to the right of Formez to integrate and extend the contract based on the needs of the project / activities provided that and a further addendum between the Abruzzo Region - Managing Authority and Formez PA, will be set in order to comply with all closing activities of the IPA Adriatic CBC Programme. The right to claim mission costs remains valid.



Job Position	Annual compensation
<b>Programme Finance Manager (senior)</b>	€ 45.000,00
<b>M.I.S Manager and Developer</b>	€ 30.000,00
<b>Language Expert (expert)</b>	€ 35.000,00

The experts shall work under the functional and organizational of the Managing Authority of the IPA Adriatic CBC Programme of Abruzzo Region. The articulation of the tasks and their execution modality will be specified in the contract of collaboration to be signed between the experts and Formez PA.

Applicants who are under salaried employment agreements (public or private contracts) at the date of the signature of the contract with Formez, cannot be awarded the contract with the FormezPA. In addition, applicants who are under collaboration assignments and/or consulting contracts with the Abruzzo Region, and/or with any partner of the IPA ADRIATIC CBC Programme and/or with Formez PA, cannot be awarded the contract for the specific positions.

The appointment of any applicant having one or more collaboration and/or consultation assignments with third parties other than those mentioned above, will be subject to prior verification by Formez PA and the Managing Authority of Abruzzo region, of the compatibility of that/those assignment(s) with the commitment required for the performance of activities under this notice.

In this regard, the signature of the contract with FormezPA will be subject to the candidate's submission of a statement made pursuant to and for the effects of the Italian Presidential Decree no. 445/2000 and subsequent amendments, stating the absence of any of the impediments listed above, as well as the possible existence of any ongoing collaboration and/or consulting assignments with third parties other than the Abruzzo Region, partners of the IPA ADRIATIC CBC Programme and Formez PA.

If in the course of the assignment, the above impediments are verified, the contract will end automatically. It is also understood that if such impediments are existing after the date of the contract signature, the contract will be terminated automatically.



The contractors must comply with the standards of the code of ethics of FormezPa as well as to the duties of the office of the code of ethics of the Abruzzo Region.

It is understood that the participation in this selection and place in the ranking list do not confer any right to the conclusion of the contract.

#### **Art. 6 - Treatment of personal data**

The data regarding the candidates, of whom FormezPA will be in possession for the purposes of this notice, will be collected and processed only for the purposes permitted by Italian law and in accordance with the provisions contained in the legislation on the protection of personal data (legislative decree 196/2003 and subsequent).

#### **Art. 7 - Information and publicity**

This notice is published on the web site of Formez PA ( ) [www.formez.it](http://www.formez.it) and on the web sites of the Abruzzo Region and of the Programme IPA Adriatic.

Further information may be requested in writing to the address [ipaadriatic@formez.it](mailto:ipaadriatic@formez.it) .

Responsible for the public procedure is Mr. Giampaolo Teodori

The Director  
(Marco Villani)