



REGIONAL OFFICE FOR CROSS BORDER COOPERATION TIMIȘOARA

No. 5, Proclamația de la Timișoara Street, 1st floor, 300054-Timișoara, Timiș County, Romania

Phone/Fax : 0040-(0)356-426360;0040-(0)356-426361; e-mail : office@brct-timisoara.ro

Fiscal Code: 17533873

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www.brct-timisoara.ro

Open competition on the **08.04.2016**

Project manager Consultant (Serbian) based within the JTS/JS*, Timișoara, Romania: 1 position

Contact person: Carmen Stojanović, Head of HR; Dani Bardos, HR Consultant

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The competition will start at 11.00 a.m. Romanian time at the headquarters of the Regional Office for Cross-Border Cooperation Timisoara, Romania, on **08.04.2016** having the following 4 sections:

- Written knowledge test - in English
- English-Serbian translation test
- Computer operating skills - practical test
- Interview

Deadline for submitting the application folder: 06.04.2016, 17.00 Romanian time, at the headquarters of the Regional Office for Cross-Border Cooperation Timișoara, Proclamația de la Timisoara Street No. 5, Timișoara, Timiș County, Romania. **Candidates will be informed of their eligibility and the participation in the competition until 07.04.2016.**

REQUIREMENTS:

- University degree with diploma/certificate (accredited university and course);
- Very good knowledge of the English language;
- Very good knowledge of the Serbian language;
- Basic knowledge of the Romanian language will be an advantage;
- Excellent computer operating skills;
- Availability for travelling both in Romania and Serbia;
- Driver's license;
- Relevant work experience of minimum 1 year *could be an advantage* (preferably within Serbian organisation / company).

* JTS - Joint Technical Secretariat for the implementation of the Romania-Republic of Serbia IPA Cross-border Cooperation Programme;

JS - Joint Secretariat for the implementation of the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme.



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COMPULSORY DOCUMENTS REQUIRED for the Application Folder:

- Letter of motivation (signed and dated) in English;
- European Format CV (signed and dated) in English:
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>;
- Photocopies after the relevant university diplomas - with Romanian / English translation;
- Criminal record document or an own responsibility declaration for certifying not having a criminal record - with Romanian / English translation;
- Medical certificate - for employment - with Romanian translation if applicable;
- Photocopy of one identity document, preferably passport (or identity card, birth certificate);
- Copy of driver's license;
- Proof of work experience - certificate from the appropriate institution, recommendation letter specifying the period worked and the responsibilities, or other relevant documents, with a translation in Romanian/ English *if applicable*;
- Application form (can be filled in when the folder is brought at the Regional Office for Cross-Border Cooperation Timisoara) or requested online;

POSITION PROFILE:

- Monitoring the implementation of projects financed under the Romania - Republic of Serbia IPA Cross-border Cooperation and the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme, according to the Joint Technical Secretariat / Joint Secretariat procedures;
- Verifying and approving the progress reports from lead partners/beneficiaries in allocated projects financed by the Romania - Republic of Serbia IPA Cross-border Cooperation Programme and the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme, at the JTS / JS Level;
- Performing public relations activities for the efficient administration of the Romania - Republic of Serbia IPA Cross-border Cooperation Programme and the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme;
- Organizing specialized training sessions, workshops for beneficiaries of the Romania - Republic of Serbia IPA Cross-border Cooperation Programme and the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme.

The selected candidates will be employed on an individual work contract basis. The contract will be based on Romanian labour Law, therefore in case the successful applicant is of foreign nationality, the RO CBC Timișoara will help the candidate to obtain a work permit issued by the Romanian Immigration Inspectorate - Timiș County Service and a temporary residence permit issued by the same office in order to hold the position. Also, a necessary step in obtaining these documents is the approval of the diploma from the Romanian Ministry of Education.



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APPLICANT PROFILE:

- Excellent communication skills, both in written form and verbal, especially in an international environment;
- Excellent analysis and synthesis skills, high attention to detail;
- Excellent capacity to work with tight deadlines;
- Excellent management of activities skills;
- Team work orientation and flexibility;
- High interest in professional development;
- Based in Timișoara, Romania, within the Joint Technical Secretariat / Joint Secretariat of the Regional Office for Cross-Border Cooperation Timișoara.

BIBLIOGRAPHY:

The bibliography items related to legislation can be found on the official website of the Programme, the Legislation section. (www.romania-serbia.net)

Direct link >>> http://www.romania-serbia.net/?page_id=215&lang=en_GB

2014-2020

- REGULATION (EU) No 231/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II);
 - Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II);
 - Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002;
 - COMMISSION DELEGATED REGULATION (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.
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- Programming Document for the Interreg-IPA CBC Romania-Serbia Programme
- Direct link >>> http://www.romania-serbia.net/?page_id=163&lang=en_GB
- Application Package for the 1st call for proposals within the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme.
- Direct link >>> http://www.romania-serbia.net/?page_id=815&lang=en_GB

2007-2013

- COUNCIL REGULATION (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA);
- COMMISSION REGULATION (EC) No 718/2007 of 12 June 2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA);



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- *EC Decision C (2008) 1076 of 27 March 2008 regarding the adoption of the Romania-Serbia IPA Cross-border Cooperation Programme.*
 - *Commission regulation (EU) No 80/2010 of 28 January 2010 amending Regulation (EC) No 718/2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA);*
 - Application Package for the 2nd call for proposals within the Romania - Republic of Serbia IPA Cross-Border Cooperation Programme:
 - a. Applicant's Guide for Priority axis 1: Economic and social development;
 - b. Applicant's Guide for Priority axis 2: Environment and emergency preparedness - Thematic Call for EU Strategy for Danube Region (EUSDR);
 - c. Applicant's Guide for Priority axis 3: Promoting "people to people" activities;
 - d. Annexes for Priority axes 1, 2 and 3.

Direct link >>> <http://www.brct-timisoara.ro/en/404/romania-serbia-ipa-cross-border-cooperation-programme.htm>

- PRAG - Practical guide to contract procedures for EC external actions

Direct link >>> http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm