



REGIONAL OFFICE FOR CROSS BORDER COOPERATION TIMIȘOARA

No. 5, Proclamația de la Timișoara Street, 3rd 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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Timișoara, Proclamația de la Timișoara Street no. 5,

Phone: +40356-426360, fax: +40356-426361

www.brct-timisoara.ro

Open competition on the **16.05.2012**

Joint Technical Secretariat Consultant (SE) based within the JTS, Timișoara, Romania: 1 position

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

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The competition will start at 11.00 local time at the headquarters of the Regional Office for Cross-Border Cooperation Timișoara, Romania, on **16.05.2012**, having the following 4 sections:

- Written test from the bibliography - in English
- English translation test
- Computer operating skills practical test
- Interview

Deadline for submitting the application folder: 14.05.2012, 16.00 local time, at the headquarters of the Regional Office for Cross-Border Cooperation Timișoara, Proclamația de la Timișoara Street No. 5, Timișoara, Timiș County, Romania. **Candidates will be informed of their eligibility and the participation in the competition until 15.05.2012.**

REQUIREMENTS:

- University degree with diploma;
- Excellent knowledge of the English language;
- Excellent knowledge of the Serbian language;
- Good 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 *will be an advantage* (preferably within Serbian organisation / company);

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>;



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- 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 Programme with Serbian lead partners, according to the Joint Technical Secretariat procedures;
- Verifying and approving the progress reports of Serbian lead partners in projects financed by the Romania - Republic of Serbia IPA Cross-border Cooperation Programme, at the Joint Technical Secretariat Level;
- Performing public relations activities for the efficient administration of the Romania - Republic of Serbia IPA Cross-border Cooperation Programme at the headquarters of the Joint Technical Secretariat within the Regional Office for Cross-Border Cooperation Timișoara;
- Organizing specialized training sessions, workshops for beneficiaries of the Romania - Republic of Serbia IPA Cross-border Cooperation 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 Office - Timiș County Service and a temporary residence permit issued by the same office in order to hold the position.

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 of the Regional Office for Cross-Border Cooperation Timișoara.



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BIBLIOGRAPHY:

1. COUNCIL REGULATION (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA);
2. 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);
3. EC Decision C (2008) 1076 of 27 March 2008 regarding the adoption of the Romania-Serbia IPA Cross-border Cooperation Programme.
4. 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);

The previous bibliography items can be found on the official website of the Programme (www.romania-serbia.net)

Direct link >>> http://www.romania-serbia.net/index.php?option=com_content&view=article&id=55&Itemid=69&lang=en

5. 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>

6. Visual Identity Manual for the Romania-Serbia IPA Cross-border Cooperation Programme (VIM).

Direct link >>> http://www.romania-serbia.net/index.php?option=com_content&view=article&id=70&Itemid=84&lang=en

7. 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