

VACANCY NOTICE

Comparative procedure for the assignment of self-employment
contract for the role of

**HEAD of JOINT SECRETARIAT for 2014-2020
(Interreg V-A) Italy - Croatia CBC Programme**

Veneto Region is looking for the Head of Joint Secretariat for 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme (*hereafter Programme*).

According to Regional resolutions n. 870/2018 and n. 1315/2020, this comparative procedure is carried out through comparison between curricula and subsequent interview, to verify whether applicants have the skills needed to perform the activities referring to the role of the Head of the Joint Secretariat (*hereafter JS*) for the Programme in compliance with the provisions of the IT-HR CBC Cooperation Programme, in accordance with Italian laws on contract forms eligible for public sector - Regions and Local Authorities.

1. Background

The European Commission approved the Programme with the adoption of the Implementing Decision C(2015) 9342 of the 15th December 2015, and further amendments (Decision C(2017) 3705 of the 31st May 2017, Decision C(2018) 1610 of the 12th March 2018, Decision C(2019) 277 of the 23rd January 2019 and Decision C(2020) 3760 of the 8th June 2020).

The Programme area covers the following provinces/counties:

Italy	Croatia
ITF12 Teramo	HR031 Primorsko-goranska županija
ITF13 Pescara	HR032 Ličko-senjska županija
ITF14 Chieti	HR033 Zadarska županija
ITF22 Campobasso	HR034 Šibensko-kninska županija
ITF44 Brindisi	HR035 Splitsko-dalmatinska županija
ITF45 Lecce	HR036 Istarska županija
ITF46 Foggia	HR037 Dubrovačko-neretvanska županija
ITF47 Bari	HR04D Karlovačka županija
ITF48 Barletta-Andria-Trani	
ITH35 Venezia	
ITH36 Padova	
ITH37 Rovigo	
ITH41 Pordenone	
ITH42 Udine	
ITH43 Gorizia	
ITH44 Trieste	
ITH56 Ferrara	
ITH57 Ravenna	
ITH58 Forlì-Cesena	
ITH59 Rimini	
ITI31 Pesaro e Urbino	
ITI32 Ancona	
ITI33 Macerata	
ITI34 Ascoli Piceno	
ITI35 Fermo	

The Programme is co-financed by the European Union - ERDF. Further information can be found at the following link: www.italy-croatia.eu.

The Veneto Region has been appointed as Managing Authority (*hereafter MA*) of the Italy-Croatia CBC Programme and, in accordance with art. 23 of Regulation (EU) n. 1299/2013, it also has been assigned the role of setting up the JS of the Programme.

The JS assists the MA and the Monitoring Committee (*hereafter MC*) in carrying out their respective functions. The JS also provides potential beneficiaries with information about funding opportunities under cooperation Programmes and assists beneficiaries in the implementation of operations.

In order to fulfill its tasks, the JS is composed of professional and effective, well-trained and experienced staff, chosen through a selection at international level open to EU citizens, covering the competences related to the Programme management and implementation.

As the position of Joint Secretariat Head (*hereafter JS Head*) is currently vacant, Veneto Region government decided to proceed with a new comparative procedure for the role of JS Head of the Programme (Regional resolution n. 1315/2020). Therefore, the MA of the Programme is launching a comparative procedure for covering that role through “self-employment” contract, in accordance with Italian law (art. 7, paragraph 6 of Italian Legislative Decree n. 165/2001).

The job profile requested is highly qualified and the salary is proportionate to the role of JS Head. The cost of the contract will be covered by the resources allocated for the technical assistance of the Programme, co-financed by ERDF and by the involved Member States.

2. Professional profile searched

The professional profile searched conforms to the role of “Joint Secretariat Head”, whose main tasks are to coordinate, manage and supervise the overall running of the JS, prevailing in the headquarters in Venice.

The JS Head will have a VAT code number and he/she will work in close cooperation with the MA and will support the MA in the representation of the Programme towards the MC, the European Commission, as well as other Programmes, EU macro regional strategies, institutions and the public.

He/she will be also responsible for securing proper information flow between the Programme management bodies and stakeholders, supervising the proper Programme communication, dissemination and capitalization.

The JS Head will:

- be responsible for the overall running of the JS and daily coordination of its activities and quality assurance, both for the headquarters and for the branch offices;
- support the MA in all its functions;
- contribute to the Programme sound financial management;
- assist the MA in representing the Programme towards the MC, the European Commission, other Programmes and institutions according to the needs;
- coordinate the preparation of calls for proposals (in cooperation with the MA and the MC);
- coordinate the projects selection procedures;
- coordinate the monitoring of the projects, prepare reports to the MC and the MA;

- coordinate the drawing-up of relevant documents (e.g.: Manuals, Plans, Budgets, Annual Implementation Report, Statistics for the MA and MC);
- supervise the updates and amendments of Programme documents;
- ensure that documents produced are in line with the regulations and relevant decisions and with the Programme internal procedures;
- coordinate the implementation of the Programme evaluations;
- support the MC, in particular with regard to the organization of its meetings;
- ensure the follow-up and implementation of decisions;
- support the development, the maintenance and the usage of the Programme information and monitoring system;
- coordinate the organization of meetings and events and the implementation of the Programme communication strategy;
- participate in meetings planned by European, national and regional institutions, according to the needs identified by the MA;
- be available to travel mainly in the Programme area and to work in a flexible time schedule.

The activities and the attendance calendar will be carried out according to the work plan agreed on a monthly basis with the MA, in order to reach the best internal and external coordination of the activities and staff of the JS. A bimonthly report has to be provided by the JS Head; the report must indicate the activities carried out and the results achieved with respect to the aforementioned work plan, also attaching supporting documentation.

Given the importance of the role, the JS Head will have to consider this professional activity as a priority role compared to others.

Given the autonomy, the JS Head must constantly coordinate with the MA, and express a proactive approach, in order to allow and ensure the regular performance of the activities. If specifically needed, it could be agreed that the JS Head will temporary modify the working place in other offices in Veneto Region or in other Italian or Croatian institutional premises.

Working travels are to be authorized in advance by Veneto Region.

3. Submission of application forms

The application form shall include:

- a duly filled and signed application form (see Annex 1 template);
- a duly signed and dated Curriculum Vitae (CV) in Europass format, with specific references to: exact duration of each professional experience reported (start date, end date); indication of the employers; typology of contract (full time, part time, etc.). In case of absence of exact dates the professional experience shall not be considered;
- any other relevant documents useful for the assessment).

In case of hand-written signature of the application form and CV it is necessary to attach a copy of a valid identification document (e.g. Passport/ID card).

The signature on the application form (Annex 1) is equivalent to the complete acceptance of the provisions contained in this notice.

All documents are to be filled in English and submitted electronically either by e-mail or by certified e-mail (PEC) to the following e-mail address:

italia.croazia@pec.regione.veneto.it

not later than **3rd December 2020, 12:00 (at noon, CET)**

The documents submitted electronically shall be only in PDF format and shall be named as follows:

Surname and name – application

Surname and name – cv

Surname and name – other relevant documents

Surname and name - identification document (in case of hand-written signature)

The applications can only be submitted as described above. No other means of transmission and no other formats will be accepted.

The e-mail subject shall be: “Comparative procedure for JS Head – *Applicant’s surname and name*” while the text of the e-mail shall say “to MA of the 2014-2020 Italy-Croatia CBC Programme”.

If the application is sent from a certified e-mail address, the sender will automatically receive a receipt confirmation message which says the exact time of receipt. If the application is sent by a simple e-mail address, the sender will receive as soon as possible a receipt confirmation message.

In any case the applications received after the above deadline, or through different procedures from what indicated, even if the reasons do not depend on the applicant, will not be admitted. Veneto Region does not assume any responsibility for any failure to receive communications due to:

- an inaccurate address supplied by the applicant;
- failure or delay in communicating changes in the address indicated in the application by the applicant;
- for eventual errors or delays by telematics services, by third parties, by chance or due to force majeure.

4. Eligibility requirements and selection criteria

The received applications shall be assessed against eligibility requirements by a Committee composed by representatives indicated by the Italian and Croatian National Authorities and by the Programme bodies (*hereafter Committee*).

The applications shall be considered eligible:

- if submitted according to the provisions of the aforementioned paragraph 3;
- if responding to the eligibility requirements as described in the paragraph 4a.

After that, within the comparative procedure the Committee will evaluate the eligible applicants according the selection criteria indicated in the paragraph 4b.

4.a Eligibility requirements

In order to be admitted to the comparative procedure, the applicants shall respect the following general eligibility requirements, which must be specified in the application form:

- a. have the citizenship of one of European Union Member States;
- b. have a valid and recognized University degree of at least four years;
- c. have an excellent spoken and written English (level C1 in the Europass Language Passport classification or equivalent);
- d. have a suitable knowledge of one of the languages of the two partner Countries;
- e. enjoy his/her full rights as a citizen;
- f. have not been convicted of any criminal offence and have no ongoing criminal proceedings;
- g. have fulfilled any obligations imposed by the applicable laws concerning military/civil service or however be exempt from military service obligations (if applicable);
- h. have at least 7 years of professional experience in projects or Programmes co-financed by Structural, ESI, IPA, ENI or ETC funds. The periods of possible overlapping between more than one position are counted only once;
- i. have worked, during the 2014 – 2020 programming period, at least 2 years for a management body of an ETC, IPA, or ENI co-financed Programme;
- j. have at least 4 years of experience in team management.

No-Italian study qualifications shall be subject to verification by the competent authorities, pursuant to current Italian legislation. If the applicant does not have a certification of recognition of foreign study qualifications, he/she is admitted to the comparative procedure, provided that he/she presents the certification within the deadline which shall be given by Veneto Region.

Professional requirements must be held on the date of submission of the application.

In any case, Veneto Region reserves the right to verify the declarations made by the applicants.

4.b Evaluation criteria

After the check on eligibility criteria, the Committee shall evaluate the eligible applicants according to the following evaluation criteria:

- A. in addition to the four-year University degree, relevant trainings or specialization courses, publications, etc;
- B. suitable knowledge of both partner Countries languages;
- C. experience in team management, above the minimum requirement;
- D. professional experience in projects or Programmes co-financed by Structural, ESI, IPA, ENI or ETC funds, above the minimum requirement;
- E. working experience in an international environment, other than the context of projects or Programmes co-financed by Structural or ESI, IPA, ENI and ETC funds;
- F. professional experience made at Program level within the management bodies of the 2014-2020 cross border, transnational or interregional Cooperation Programmes, above the minimum requirement;
- G. knowledge of ERDF and fundamental Public Administration rules and regulations (i.e.: public procurement, administrative procedures, state aid);

- H. experience in cross-border, transnational or interregional Cooperation Programmes in terms of: Programme management and monitoring, indicators and related contents, financial activities, project selection procedures;
- I. knowledge of the thematic covered by the priority axes of the current Programme ("Blue innovation", "Security and resilience", "Environmental resources", "Cultural heritage", "Maritime transport");
- J. knowledge of the new strategic objectives of the EU programming proposed by the European Commission for the 2021-2027 cycle;
- K. communication and presentation skills;
- L. analytical capacities, accuracy, experience in preparation of reports;
- M. ability to work independently and proactively along with co-operative working approach;
- N. experience and knowledge related to management techniques and consultation methods, in particular project management, development and coordination of projects;
- O. knowledge of office automation tools including MS Office, Excel, PowerPoint and Open Office equivalent; practice with database and project management IT tools, Internet and web sites.

5. Conduct of the comparative procedure

The comparative procedure shall be organized in two steps:

- 1) Evaluation of qualifications and professional experience on the basis of the CV (max 20 points);
- 2) Interview held in English language (max 30 points).

The final score will be composed by the sum of scoring of sub 1) and sub 2). The total maximum points assigned to one applicant are 50.

The composition of the Committee will be published on Veneto Region website after the deadline for the submission of the applications.

An English language expert will be part of the Committee with the task of verifying the level of English language skills of the applicants. The suitable knowledge of the Italian and Croatian languages will also be checked during the interviews.

The Committee will further detail the scores and will agree on the assessment methodology prior to starting the evaluation process.

If the need, the convenience or the opportunity to implement the results of the comparative procedure are no longer deemed valid, the Veneto Region reserves the right not to proceed to the contract entrustment.

5.a - First phase: assessment of qualifications (max 20 points)

The assessment of qualifications of eligible applicants will concern the following five items.

5.a.1 Education path (up to 6 points)

- post graduate career (Master, PhD, etc. in field related subject);
- training and specialization courses;

- others (publications, scholarships, fellowships, awards, internships, etc.).

5.a.2 Experience in EU funds management (up to 3 points)

- professional experience in projects or programmes co-financed by Structural, ESI, IPA, ENI or ETC funds, above the minimum requirement.

5.a.3 International and managerial experience (up to 4 points)

- experience in team management, above the minimum requirement;
- working experience in an international environment, other than the context of projects or Programmes co-financed by Structural or ESI, IPA, ENI and ETC funds.

5.a.4 Experience in Cooperation Programmes (up to 6 points)

- professional experience made at Programme level within the management bodies of the 2014-2020 Cooperation Programmes, above the minimum requirement.

5.a.5 Language skills (up to 1 point)

- have a suitable knowledge of both partner Countries languages.

A pre-selection based on the qualifications will be applied according to the number of applicants and only the first eight ones with the highest score will be admitted to the interview.

The eligible applicants' names will be published on the websites www.italy-croatia.eu and <https://bandi.regione.veneto.it/Public/Index> at least 7 days before the date of interview.

The applicants that will be considered NON-eligible due the lack of the foreseen requirements shall be informed via e-mail.

5.b - Second phase: interview (max 30 points)

The interview will be aimed at assessing whether the candidates match the required profile, highlighting skills and attitudes starting from the description of the experiences acquired; in particular, the following will be verified:

5.b.1 Specific professional experience and knowledge (up to 20 points)

- experience and knowledge of ERDF, fundamental Public Administration rules and regulations for the management of public funds (i.e.: public procurement, administrative procedures, state aid);
- experience in cross-border, transnational or interregional Cooperation Programmes in terms of: Programme management and monitoring, indicators and related contents, financial activities, project selection procedures;
- knowledge of the thematic covered by the priority axes of the current Programme ("Blue innovation", "Security and resilience", "Environmental resources", "Cultural heritage", "Maritime transport");
- knowledge of the new strategic objectives of the EU programming proposed by the European Commission for the 2021-2027 cycle.

5.b.2 Communication and IT skills (up to 10 points)

- communication and presentation skills;
- analytical capacities, accuracy, experience in preparation of reports;
- ability to work independently and proactively along with co-operative working approach;
- experience and knowledge related to management techniques and consultation methods, in particular project management, development and coordination of projects;
- knowledge of office automation tools including MS Office, Excel, PowerPoint and Open Office equivalent; practice with database and project management IT tools, Internet and web sites.

At the conclusion of the comparative procedure described, the Committee shall draw up a report indicating the result of the procedure and the name of the applicant selected to be entrusted with the assignment. The final score for each candidate is given by the sum of previous evaluations. The selection results will be published on the website of the Veneto Region for a period of 20 calendar days.

The assessment does not produce judgments of suitability. The Veneto Region may interrupt, even permanently, the comparative procedure considering itself free by the provisional results of the ongoing procedure.

6. Conditions of incompatibility

The condition of incompatibility is relevant at the time of the assignment. It is allowed, therefore, to submit the application indicating the reason of potential incompatibility and declaring, at the same time, the availability to remove this condition before the assignment.

The following causes of incompatibility are listed:

- employee of Public Administrations, unless authorization from the relevant Administration, for a duration compatible with the assignment of INTERREG Italy-Croatia, according to the law;
- expert carrying out tasks, consultancy or assistance activities in favor of any beneficiaries concerning projects financed by the Programme or if an actual incompatibility in the management of the tasks or activities is detected;
- expert in one of the situations as described in the “Code of Conduct for Employees of the Veneto Region” (approved by Government Resolution No. 38 dated 28th January 2014), art. 6 “Communication of financial interests and conflict of interest”, art. 7 “Obligations of abstention” and art. 14 “Contracts and other negotiation documents”.

According to the art. 2, par. 2 of the aforementioned Code of Conduct, the obligations contained therein are extended, if compatible, to all collaborators (with any type of contract or assignment). Therefore the appointed experts shall be required to observe, as far as compatible with the type of contract, the provisions contained in the Code of Conduct.

The Code can be found on the institutional website of the Veneto Region, “Amministrazione trasparente - transparent administration” section / “Disposizioni generali - general provisions” / “Atti generali - general acts”.

7. Contract and payment

At the end of the comparative procedure, a “self-employment” contract, pursuant to article 2222 and following of the Italian Civil Code shall be signed with the applicant selected.

The selected applicant shall have a VAT code number or commit to open it before of the signature of the contract.

The duration of the contract shall depend on the activities entrusted with maximum expiration date until 31 October 2023. The contract shall not be renewable or extendable.

The contract shall be regulated by Italian law in force and shall be written in Italian language; an “courtesy” English translation shall be annexed upon request.

The annual amount of the contract will be 80,000.00 €, VAT tax and social security contributions due by Veneto Region shall be counted in addition.

The travel expenses for missions performed in the interest of the Programme, which are authorized in advance by Veneto Region, shall be reimbursed separately, according to Regional dispositions and Programme rules.

The amount will be paid bimonthly, upon presentation of an appropriate invoice, on the basis of a report described in paragraph 2, provided by the JS Head and validated by MA.

As reported in paragraph 6, the contract will include specific provisions by which the selected expert is committed to avoid situations of conflict of interests and to apply impartiality principles in day-to-day activities, in the preliminary stage of the projects application and in communications with beneficiaries and stakeholders.

Additional contractor commitments referred to the Code of conduct for regional employees will be included in the contract.

The data, the elements and any other information provided in the application form shall be used exclusively by the Administration for the purpose of attending in this procedure, ensuring the security and privacy of the data, even if treated with automatic and/or manual systems, pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

For more details see the document “Information on personal data processing” related to this notice and published in the Programme and Veneto Region websites.

8. Publicity and further information

This vacancy notice shall be published on the websites of Italy-Croatia CBC Programme, Veneto Region, on the web portal to all Interreg Programmes, edited by INTERACT and other sites indicated by Programme National Authorities.

This vacancy notice shall be published in Veneto Region Official Bulletin.

For further information on this comparative procedure, please contact:

Veneto Region

Organizational Unit MA of the 2014-2020 Italy-Croatia CBC Programme

Tel. +39 041 2791781

italia.croazia@regione.veneto.it