Interreg Greece – Italy Co-funded by the European Union

REGIONE BASILICATA

COMUNE DI MATERA

Public vacancy notice

European Territorial Cooperation Programme Interreg VI-A Greece - Italy 2021/2027

Vacancy position: n. 1 Info Point officer

Municipality of Matera, in agreement with the Managing Authority (MA) and the Basilicata Region, shall set up the Info Point office of the European Territorial Cooperation Programme Interreg VI-A Greece-Italy 2021/2027, adopted with the implementing decision C (2022) 6578 del 08/09/2022, under its responsibility and the MA.

The Info Point shall be hosted by Municipality of Matera and will be located in Matera.

In the framework of **Interreg Greece - Italy 2021/2027,** the Info Points will assure logistic support to the implementation of the Programme activities and will contribute to implement the planned activities of the Communication Plan, carrying out their duties in coordination and cooperation with the MA and the Joint Secretariat (JS).

In particular, they shall:

1. support the project applicants and partners at national/local level;
2. assist the project generation, application and implementation process (i.e.by providing information and guidance to potential applicants);
3. contribute to information and communication actions within the respective country;
4. with the consent of the Monitoring Committee, assignment as temporary project officer responsibilities is possible.

Municipality of Matera, having verified the impossibility of providing through the exclusive use of the human resources available within the Administration through internal mobility notice RPAP no. 515/2026 dated 05/02/2026, for which no candidature was received, announces a public selection notice, based on qualifications and interview, pursuant to art. 7, paragraph 6, of Legislative Decree no. 165/2001 and subsequent amendments, for the assignment of a self-employed work contract relating to the following professional profile:

n. 1 unit – Info Point Officer.

The selection will be carried out through a comparison of the candidates' CVs and a technical and behavioral interview in order to verify the candidates' possession of the skills necessary to carry out the activities envisaged for the aforementioned position.

The cost of the contracts will be covered by the resources allocated to the technical assistance of the Programme.

Municipality of Matera guarantees equality and equal opportunities between men and women for access to work and treatment at work, in compliance with the provisions of article 57 of the national Legislative Decree no. 165/2001 and subsequent amendments.

CONTEXT

The Cooperation Programme Interreg VI-A Greece-Italy 2021/2027 is co-funded by the European Regional Development Fund (ERDF) and has a total budget of 106.110.571,00 EUR.

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The Programme supports project interventions under the following priority axes, thematic objectives and specific objectives:

PRIORITY	Specific Objectives	
1. Enhanced cooperation for a more competitive and smarter GR-IT area	1.1	Developing and enhancing research and innovation capacities and the uptake of advanced technologies in the GR-IT area
	1.2	Reaping the benefits of digitalisation for citizens, companies and governments
	1.3	Enhancing growth and competitiveness of SMEs and job creation in SMEs
2. Enhanced cooperation for a greener and low carbon GR-IT area	2.4	Promoting climate change adaptation and disaster risk prevention and resilience, taking into account eco-system-based approaches
	2.6	Promoting the transition to a circular and resource efficient economy
	2.7	Enhancing protection and preservation of nature, biodiversity and green infrastructure, including urban areas, and reducing all forms of pollution
3. Enhanced cooperation for a more social and inclusive GR-IT area	4.2	Improving equal access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and online education and training
	4.5	Ensuring equal access to health care and fostering resilience of health systems, including primary care and promoting the transition from institutional to family- and community-based care
	4.6	Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation

The Programme eligible areas are:

1. Italy: Provinces of Foggia, Bari, Brindisi, Lecce, Barletta – Andria - Trani (BAT), Taranto, Matera, Catanzaro, Cosenza, Crotone and Reggio Calabria
2. Greece: Regions of Epirus, Ionian Islands, Western Greece.

Art. 1 - Professional profile

The professional profile searched is n. 1 Info Point Officer.

For the specific main tasks of the Info Point Officer, please refer to “Annex 1” of this public vacancy notice.

Art. 2 - Admissibility and evaluation criteria

For the admissibility and evaluation criteria, please refer to “Annex 1”.

Please note that, at any stage of the selection procedure, applicants may be required to provide supporting documents referred to what self-declared in the "Annex 2" of this public vacancy notice and in the enclosed CV.

Art. 3 - Contract typology, duration and economic treatment

Municipality of Matera will sign, at the end of the selection procedure, a self-employed work contract with the applicant selected, in compliance with the Italian national law (art. 7, point 6 of the Legislative Decree n. 165/2001) without any relationship of subordination, and in compliance with the provisions of the legislation in force at the time the contract is awarded.

The duration of the contract is from the signature date to 31/12/2029; an English translation may be annexed if necessary. Any extension of the contract may be arranged exceptionally, for the sole purpose of completing the project and for delays not depending on the collaborator, without any extra amount of the salary.

The daily remuneration, to be understood as all-inclusive, is set at € 150,00, excluding the mandatory social security contribution (4%) and VAT. A minimum commitment of 18 working days per month is required, with a daily commitment of 6 hours, thereby ensuring the opening of the Info-point or off-site engagements referred to the following Art. 5, for a maximum of 230 days/year.

The salary will be paid every two months based on the days actually worked as resulting by the time sheet, upon transmission of a report of activities to the Director of the "Gestione del Territorio" structure of Municipality of Matera and the JS Core Coordinator. The remuneration will be paid following verification, carried out by the Director of the "Gestione del Territorio" structure, of the regularity of the services performed as well as fiscal and contributory compliance in accordance with Italian regulations on the matter.

Art. 4 - Workplace

The workplace is in Matera (Italy, Basilicata Region). The specific premises will be communicated at the contract signature stage. This work position requires frequent travels inside and outside the Programme area.

Art. 5 - Treatment of travels outside the workplace

Travels in Italy and abroad must be authorized in advance by the Director of "Gestione del Territorio" Sector of Municipality of Matera, upon consent by JS Core Coordinator. The travels will be organized by the expert under its own responsibility and expenses; the costs incurred will be reimbursed within the limits established by the internal regulation of the Municipality of Matera and the reimbursements, which will be detailed and requested as part of the aforementioned periodic reporting, are to be considered separately from the financial remuneration referred to the preceding art. 3.

Art. 6 - Submission of the application dossier

The application dossier must include:

1. The Application form, written in English language, duly filled, dated and signed (See "Annex 2").
2. A Curriculum Vitae in Europass format written in English language, duly signed and dated *(Please include the Declaration of awareness of legal consequences in case of false declarations on the basis of Italian Law, D.P.R. 445/2000[1], along with the privacy clause - ex Italian Legislative Decree n.196/2003 and the authorization to process personal data[2])* with specific references to exact dates

[1] I declare - under my responsibility on the basis of Italian D.P.R. legislation. 445/2000, and aware of the legal consequences in case of false declarations - that what is written corresponds to reality.

[2] I authorize the processing of my personal data pursuant to the art. 13 of the Legislative Decree no. 196 of 06.30.2003, as amended by Legislative

of the professional experience, employers, position and role description.

3. Copy of a valid identification document (e.g. Passport/ID card).
4. Receipt of payment for the participation fee of €10,33 (euros ten/33).

The signature on the application form (Annex 2) is equivalent to the complete acceptance of the provisions contained in this Public notice and relevant annexes. The not signed Application Form and/or curriculum vitae will not be assessed.

All documents must be written in English language otherwise the candidate will be excluded.

The application dossier may be submitted electronically (exclusively personal certified mail – PEC).

The subject of the application dossier shall clearly indicate "**Programme Interreg VI-A Greece-Italy 2021/2027 - Public vacancy notice - Selection Procedure for Info Point Officer – Applicant's Surname and name**".

The application dossier must be sent to the following certified mail address:

comune.matera@cert.ruparbasilicata.it

More specifically, the documents submitted electronically shall be only in PDF/A format, signed and shall be named as follows:

1. *Surname and name* – application form
2. *Surname and name* – CV
3. *Surname and name* – identification document
4. *Surname and name* – Receipt of payment

The applications must be received no later than 30 days from the publication of this Notice in the Official Bulletin of the Basilicata Region.

If the deadline falls on a public holiday (Sunday or other annual holidays), the deadline is extended to the first next working day.

The sender will receive a confirmation of receipt message certifying the exact date and time of delivery.

In any case, applications received after the deadline indicated above or through procedures other than those indicated, even for reasons beyond the control of the candidate, will not be admitted.

Municipality of Matera does not assume any responsibility for any failure in receiving communications due to:

1. an inaccurate address provided by the candidate;
2. failure or delay in communicating changes to the address indicated in the application by the candidate;
3. any errors or delays by telematic services, by third parties, by chance or due to of force majeure.

In order to participate, and under penalty of exclusion, pursuant to Art. 7 of the current Regulation on "Discipline of Access to Employment" of the Municipality of Matera, the payment of a participation fee of €10.33 (ten/33 euros) must be made. Payments must be made exclusively through the PagoPa service, by connecting to the link indicated below:

Decree no. 101 of 10 August 2018, and art. 13 of the G.D.P.R. – EU Regulation 2016/679, for the purposes of personnel research and selection

https://matera2.servizilocalispa.it/EDGT/Edgt_AccessManager/Login.aspx - Section "PAY WITH PAGOPA" - "PAY WITHOUT REGISTRATION" – Payment type: "COMPETITION FEES".

The Payment Methods and the PagoPa payment procedure are described in detail in the tutorials available on the Municipality's website in the "Digital Matera" section. IT IS ESSENTIAL TO READ THE "PAGOPA PAYMENT INSTRUCTIONS" IN ORDER TO CORRECTLY COMPLETE THE PAYMENT OF THE PARTICIPATION FEE. In the additional data, the following reason for payment must be indicated: **"Interreg VI-A Greece-Italy 2021/2027 - Public selection notice - Selection procedure for Info Point Officer**". The participation fee must be paid within the deadline for submitting applications, under penalty of exclusion.

The admission fee is non-refundable.

Art. 7 - Evaluation process

The selection procedure shall be organized as follows:

1. **Admissibility & Eligibility requirements:** on/off eligibility admission;
   a. verification of admissibility & eligibility requirements (see "Annex 1" of this Public vacancy notice):

      only applicants fulfilling the admissibility & eligibility requirements will be admitted to the following evaluation steps (the results of the verification of the admissibility requirements will be published in "*Amministrazione Trasparente/Bandi di concorso*", section "*Avvisi di selezione pubblica*" of the official website of Municipality of Matera: www.comune.matera.it);
2. **Additional qualification:** working experience - evaluation based on CV (50/100 score – see table Art.8);
3. **Professional qualification:** to evaluate during interview (30/100 score);
4. **Language and computer skills:** to evaluate during interview (20/100 score).

The applications will be preliminarily evaluated by the Responsible for the Procedure with the support of two public officers of the Municipality of Matera and of Basilicata Region, in order to verify the possession of the admissibility requirements.

The evaluation of CVs and the interview will be carried out by an Evaluation Committee, appointed pursuant to the internal Regulation named "Disciplina degli accessi agli impieghi" of the Municipality and it will be composed in accordance with the provisions of the art. 14 of the same Regulation. The Evaluation Committee will also include the Managing Authority of the Greece Italy 2021/2027 Programme or its delegate and a representative of Basilicata Region and it will also be able to meet online.

The list of the admitted candidates as well the date and time of the technical and behavioral interview will be published in the "*Amministrazione Trasparente*" sezione "*Bandi di concorso*" of the official website of Municipality of Matera: www.comune.matera.it.

The final score (maximum 100 points), reported in a final ranking, will be published in the "*Amministrazione Trasparente*" sezione "*Bandi di concorso*" of the official website of Municipality of Matera: www.comune.matera.it.

The selected candidate will be asked to confirm in writing his acceptance of the position within 5 calendar days of the request sent by the Municipality of Matera.

Art. 8 - Evaluation of titles and experiences on the basis of the curriculum vitae

The evaluation of titles and professional experiences relating to Info point Officer profile will be done on the basis of the self-declaration (Annex 2 form) and on the basis of the Curriculum Vitae.

A maximum score of 50 points will be assigned for the evaluation of professional experiences as follows:

CRITERIA	MAXIMUM SCORE
Professional experience as project manager or financial manager or administrative responsible in other operational Programmes or Projects funded by EU and/or national and regional funds, further than (2) two years requested for the admissibility no experience: n. 0 points more than 0 year and up to 1 year: 4 points more than 1 year and up to 2 years: 8 points more than 2 years and up to 3 years: 12 points more than 3 years and up to 4 years: 16 points more than 4 years and up to 5 years: 20 points more than 5 years: 25 points	25
Experience on organizing events no experience: n. 0 points more than 0 year and up to 1 year: 5 points more than 1 year and up to 2 years: 10 points more than 2 years and up to 3 years: 15 points more than 3 years: 20 points	20
Advanced Knowledge of Italian/Greek language[3].	5
TOTAL	**50 points**

Please note that the periods of possible overlapping between more than one professional position are counted only once.

Qualifications that cannot be inferred or not declared nor the application form and, in the CV, or indicated as incompletely or not provided according to the Annex 1 form will not be evaluated.

Art. 9 - Admission to technical and behavioural interview

At the end of the evaluation of the qualifications, the Commission will formulate the ranking list of candidates admitted to the technical and behavioural interview.

The Commission will communicate, 7 days before, the place, date and methods of carrying out the interview.

The technical and behavioural interview, which is awarded a maximum score of 50 points, has the aim of

[3] Depending on applicant's mother tongue

ascertaining the technical knowledge, professional qualifications and personal skills on the topics listed in the Annex 1. The interview will be held in English language.

Art. 10 - Publicity

This public vacancy notice is published in the Basilicata Region's Official Bulletin, on the official website of Municipality of Matera www.comune.matera.it and of Basilicata Region www.regione.basilicata.it, and on the Programme's official website www.greece-italy.eu and www.interreg.gr.

Art. 11 - Juridical reference

With reference to what not explicitly detailed within this Public vacancy notice, please refer to the Italian Law

Art. 12 - Processing of personal data

Pursuant to Legislative Decree no. 196/2003 and EU Regulation 2016/679, the personal data provided by the subjects participating in the selection will be used by the Municipality of Matera for the purposes referred to in this comparative procedure and also processed after the selection for the management of any contractual relationship to be established with the Region.

The data collected and processed may be communicated by the Municipality of Matera only to the subjects for whom knowledge is necessary in relation to this selective procedure and to all the bodies and authorities who are required to know them by law.

The provision of such data is mandatory for the purposes of verifying possession of the required requirements, under penalty of exclusion from the selection.

Pursuant to art. 13 of the aforementioned Regulation (EU) 2016/679, it is specified that:

1. the data controller is the Municipality of Matera, Via Aldo Moro, 32 - 75100 Matera;
2. the Data Protection Officer is Avv. Vincenza PIERRI;
3. the purposes and methods of processing (mainly IT and telematic) for which the collected data are intended are inherent to the task referred to in these specifications;
4. the data subject has the rights referred to in the articles. 15-22 of EU Regulation 2016/679, including that of asking the aforementioned data controller for access to personal data concerning him and the related rectification. To exercise the rights, the interested party can contact the DPO at the addresses indicated above;
5. the data will be processed exclusively by the staff and collaborators of the "Gestione del Territorio" Sector involved in the procedure, or by the subjects expressly appointed as data controllers. Furthermore, personal data may be communicated to other public and/or private entities solely by virtue of a provision of law, regulation or specific memoranda of understanding approved by the Privacy Guarantor;
6. the data retention period is directly related to the duration of the assignment and the fulfillment of all legal obligations, including subsequent ones. Upon termination of the assignment, the data will be stored in accordance with the rules on the conservation of administrative documentation;
7. the interested party, if he believes that the processing of his personal data is in violation of the provisions of EU Regulation 2016/679, has the right to lodge a complaint with the Privacy Guarantor, as provided for by art. 77 of the Regulation itself, or to take action in the appropriate judicial offices (art. 79 of EU Regulation 2016/679).

Art. 13 - Responsible for the procedure

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The responsible for the procedure is Dr Virginia Terranova email: comune.matera@cert.ruparbasilicata.it tel. 0835/241325.

IL DIRIGENTE GESTIONE DEL PERSONALE
DOTT.SSA VIRGINIA TERRANOVA