Interreg Greece – Italy Co-funded by the European Union

REGIONE BASILICATA

**COMUNE DI MATERA**

**ANNEX 1**

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

**Vacancy Position: n. 1 Info Point Officer**

**ROLE AND MAIN TASKS**

A Contact Info Point Officer adds value to the work of the Managing Authority and the Joint Secretariat. The Info Points aim is to promote the Programme and act as a point of territorial connection, point of communication and information and as a help desk for potential applicants/programme beneficiaries. More specifically, the Info Point:

1. Offers proximity and easy access to project operators from the area.
2. Provides support to beneficiaries during the preparation of proposals and throughout the period of implementation of operations.
3. Provide organizational and operational support to the JS/MA activities (organization of seminars, meetings, conferences).
4. Supports the beneficiaries for the MIS procedures by information about the functionality of the MIS
5. Reports to the Unit B of the MA, the Coordinator and the project officers any problems/issues regarding the implementation of the projects by the beneficiaries.
6. Informs the administrative assistant and project officers about eventually modification of the Programme's mailing list and contacts databases.
7. Supports the JS/MA in convening and managing the MC meetings, including the functions of meetings reporting.
8. Supports to the JS/MA in the organization and operational management of Programme events.

In order to participate to the selection procedure, the applicant must comply with what foreseen in the "Art. 6 – Submission of the application dossier" of the public vacancy notice.

The overall evaluation procedure will be based on the following elements:

1. **Admissibility & Eligibility requirements:** on/off eligibility admission.
2. **Additional qualification:** working experience evaluation based on CV (50/100 score).
3. **Professional qualification:** to evaluate during interview (30/100 score).
4. **Language and computer skills:** to evaluate during interview (20/100 score).

**Admissibility requirements**

In order to be eligible for the specific selection procedure, the applicant needs to fulfill a set of the following admissibility & eligibility requirements:

1. Valid and Recognized University Degree (bachelor's degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and the mentioned tasks, as accepted by the public sector of the applicant's country of citizenship.
2. Professional experience of at least two (2) years, in other operational Programmes or Projects

funded by EU and/or national and regional funds.

3. Advanced knowledge of English Language.

The candidate has to submit a self-declaration that he/she possesses the above-mentioned requirements.

*Professional experience should be proven by submitting social security documentation or copies of employment contracts or a written confirmation from the candidate's respective employer in or in translated in English.*

**EVALUATION OF TITLES AND EXPERIENCES ON THE BASIS OF THE CURRICULUM VITAE**

a. Candidates who fulfill the required qualifications as defined by the call for expression of interest pass to the technical and behavioral interview. Candidates who do not fulfill the required qualifications are rejected.

b. Candidates who pass to the technical and behavioral interview will be required to sit for a computer test prior to the interview.

c. Knowledge of the English language will be assessed during the interview by the Evaluation Committee.

d. Knowledge of Italian or Greek language will be assessed during the interview by the Evaluation Committee.

e. When counting years of professional experience periods of possible overlapping between more than one professional position are counted only once.

Additional Qualifications

1. Professional experience as project manager or financial manager or admistrative responsible in other operational Programmes or Projects funded by EU and/or, national and regional funds.
2. Experience on organizing events.
3. Advanced knowledge of Italian or Greek Language[1].

**TECHNICAL AND BEHAVIOURAL INTERVIEW**

Language and Computer Skills:

1. Advanced knowledge of English and Italian/Greek language[2] to be proved during interview.
2. Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems).

Professional qualification

1. Knowledge of EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2021-2027 programming period.
2. Knowledge on Programme's administrative obligations.

[1] Depending on applicant's mother tongue
[2] Depending on applicant's mother tongue

3. Text drafting skills in English and Italian or Greek language.
4. Cooperation Programmes and projects fundamental management requirements.
5. Working experience in an international and multicultural environment.

Personal skills:

1. Team spirit and problem-solving attitude.
2. Capacity to managing office procedures so as to ensure effective delivery of services.
3. Determination to take personal responsibility for delivery of high-quality results to tight deadlines.
4. Willingness to travel.