

## VACANCY NOTICE

### Interreg VI B IPA Adriatic Ionian Programme – IPA ADRION

#### Joint Secretariat n. 1 expert: Finance Officer

ART-ER S.cons.p.a., as part of the technical assistance to the Interreg VI b Programme IPA Adriatic Ionian (IPA ADRION), intends to initiate a selection procedure for the recruitment of n. 1 Finance Officer.

The initiative aims to facilitate ART-ER in identifying the most suitable service providers for carrying out activities that require skills not available within the company.

The notice, the attached procedure and the related information are available on the Company's website in the "[Calls and Notices - Selection of self-employed workers](#)" section. The notice will be published also on the Programme website.

#### a) Professional profile

##### n. 1 Joint Secretariat Experts: Finance Officer

The main tasks of the Finance Officer will focus on projects assessment and on finance aspects of monitoring. In particular, this Officer will provide information on financial topics, monitor approved operations, advise lead partners if project financial progress is off-schedule, if reallocations of project budget become necessary or any other financial problem of the project requires solution. The Finance Office shall also monitor the reimbursement procedures to projects beneficiaries.

#### b) Economic treatment and contract typology

Type: Contract for the provision of services and consultancy.

Gross compensation, plus VAT and charges if due: € 46.000,00 (forty-six thousand euros/00), per year (12 months). Transfer costs are included in the compensation for a maximum amount of € 2.500,00 per year (12 months).

Duration: The assignment will have a duration of maximum 24 months.

ART-ER will stipulate a 12 month contract with the winning candidate. ART-ER, reserves the right to proceed with an extension of the contract for further 12 months depending on the confirmation of financing coverage within the scope of the technical assistance to the IPA Adriatic 2021-2027 Programme by the Emilia-Romagna Region as Managing Authority of the Programme.

#### c) Skills required for the selection:

To be eligible for this selection procedure, the applicant must fulfil the following participation requirements:

- have Italian citizenship or citizenship of another European Union country or citizenship of a country that is not a member of the European Union;
- enjoy full civil and political rights;
- not having criminal convictions and not being the recipient of provisions concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record;
- not having criminal proceeding pending, to the best of their knowledge;
- not exercise and not have exercised in the last three years of service authoritative or negotiating powers<sup>1</sup> on behalf of public administrations that are members of ART-ER S.cons.p.a<sup>2</sup> and on behalf of ART-ER S cons.p.a;

For the purpose of evaluating the CVs received, applicants should possess all the competencies outlined below:

- Have a valid and recognized University degree of at least four years;
- Have an excellent oral and written English: at least Level C1, according to the Common European Framework of Reference for Languages (CEFR), or the equivalent level according to other internationally accepted scales (i.e. American Council on the Teaching of Foreign Languages (ACTFL));
- Have at least 5 years of professional experience in managing ETC projects or programmes with previous experience in tasks and duties regarding project management, monitoring, financial management and reporting procedures.

**d) Criteria for comparing applications/curricula for the assignment of the task:**

The selection will be made through the attribution of a score structured as follows:

- 70 points out of 100 on the evaluation of CVs and any other supporting documentation;
- 30 out of 100 on an oral interview.

For the purposes of comparing CVs and any accompanying documentation the following aspects will be evaluated:

- qualifications to assess educational and professional training in disciplines that are relevant to this selection procedure (masters, phd, training courses, other certificates or Universities degrees), in particular with regard to management of EU projects (maximum 15 points out of 100);
- specific experiences gained in the field of ETC projects management, monitoring and assessment of financial aspects (maximum 35 points out of 100);

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<sup>1</sup> Persons who have exercised authoritative and negotiating powers are defined as "those who issue administrative measures on behalf of the administration and finalise legal transactions by signing contracts acting as legal and economic representatives of the entity. This category may include, for example, managers and those who hold managerial positions (...), as well as those who exercise apical functions or who have been granted specific delegated powers of representation outside the entity."

<sup>2</sup> Public administrations members of ART-ER: Regione Emilia-Romagna, CNR Consiglio Nazionale delle Ricerche, ENEA Agenzia nazionale per le nuove tecnologie, l'energia e lo sviluppo economico sostenibile, Università degli Studi di Bologna, Università degli Studi di Ferrara, Università degli Studi di Modena e Reggio Emilia, Università degli Studi di Parma, Università Cattolica del Sacro Cuore, Politecnico di Milano, Unione Regionale delle Camere di Commercio dell'Emilia-Romagna, Camera di Commercio Industria Artigianato e Agricoltura di Reggio Emilia, INFN Istituto Nazionale di Fisica Nucleare, Azienda Casa Emilia-Romagna della Provincia di Reggio Emilia, Camera di Commercio Industria Artigianato e Agricoltura di Modena, Azienda Casa Emilia-Romagna della Provincia di Ravenna - Acer Ravenna, Azienda Casa Emilia-Romagna della Provincia di Modena, Azienda Casa Emilia-Romagna Acer Ferrara, Azienda Casa Emilia-Romagna della Provincia di Forlì-Cesena, Comune di Polesine Zibello, Azienda Casa Emilia-Romagna Provincia di Rimini, Azienda Usl di Ferrara, Azienda Ospedaliera di Bologna Policlinico Malpighi, AESS - Agenzia per l'Energia e lo Sviluppo Sostenibile, Città Metropolitana di Bologna.

- experience in the Joint Secretariat of a European Territorial Cooperation Programme (maximum 15 points out of 100);
- knowledge of the Adriatic-Ionian programme area (maximum 5 points out 100);

The first five applicants whose score is equal or higher than 42 including applicants with equal score will be called for the interview to assess the skills declared, the level of knowledge of the English language and the availability.

The procedure will continue even if there is only one application or less than five applications.

**ART-ER is not responsible with respect to the operating rules and limitations of individual applicants' mailboxes. It remains the responsibility of applicants to check spam or other folders in their mailboxes, and to verify that the space occupied in the mailbox has not exceeded the allowed limit.**

**e) Indication of the relevant organisational structure and the relevant manager:**

The task will be carried out under the direct responsibility of the Head of the Joint Secretariat of the IPA ADRION Programme and the Head of International and Territorial Cooperation, Social Innovation Unit of ART-ER .

**f) Method of providing the professional service**

The service can also be carried out remotely and without any obligation to perform the activity within fixed daily working hours but in any case within the assigned deadline. The candidate will have to produce periodical reports and documents during the course of the activities in order to support the activities requested by the Head of the Joint Secretariat, the JS Finance Lead and the Head of International Cooperation Unit and Territorial, Social Innovation of ART-ER.

**g) Submission of application**

The application shall include:

- A duly signed and dated Curriculum Vitae in [Europass format](#) <sup>3</sup>(with specific references to the exact dates of the professional experience, name of employers and if the position has been/is full time or part time);
- A duly filled and signed application form (see [Annex 1 template](#));
- A copy of a valid identification document (Passport / ID card);
- If applicable, document attesting the possession of a University degree of at least four years<sup>4</sup>.

All documents are to be completed in English and must be sent **no later than XXXXXXXXX**  
**h. 13:00 CET.** by electronic mail:

→ **For applicants living in Italy** all documentation must be submitted via Certified Electronic mail (PEC) to [art-er.procedure@pec.it](mailto:art-er.procedure@pec.it)

<sup>3</sup> Please include the privacy clause authorising the processing of the personal data for this personnel selection purpose.

<sup>4</sup> If a degree is not obtained in EU, it should be officially recognized by the Italian Consulate with a Declaration of value. This document has to be produced at later stage only by the selected candidates prior to signature of the contracts.

**Please note that the ART-ER certified e-mail address indicated above only receives messages from other certified e-mail addresses, therefore applications, in case of choice of this submission channel, must be sent only from certified e-mail addresses.**

→ For **applicants living outside Italy** all documentation must be submitted via normal e-mail to [procedure@art-er.it](mailto:procedure@art-er.it).

The subject of the email shall indicate "Selection Procedure for the IPA-ADRION Joint Secretariat n. 1 expert: Finance Officer".

The sending date and hour will attest to the delivery of the e-mail.

It is up to the applicant to verify that the documents required by this Notice have been sent correctly and that they have been received.

Applications submitted by other methods than those indicated will not be accepted.

The statements made in the application for admission and its attachments have the value of self-certification and/or declaration in lieu of affidavit, in accordance with the provisions of Articles 46 and 47 of Presidential Decree No. 445 of December 28, 2000, and ss.mm.ii. For the case of mendacious declarations, it is without prejudice to the applicability of the criminal sanctions set forth in Article 76 of the same Presidential Decree.

ART-ER assumes no responsibility in the non-receipt of communications caused by the failure or inaccuracy of the addresses, or contacts, in the application, the failure or delay in communicating the change of the same, their malfunctioning, or any mishaps attributable to the acts of third parties, fortuitous events or force majeure.

#### **h) Final provisions**

ART-ER S.cons.p.a. reserves the right to revoke the procedures attached to this notice for reasons of public interest or not to act on it, in whole or in part, as a result of supervening legislative and / or financial constraints or changes in organisational needs of ART-ER S.cons.p.a.

#### **i) Personal data processing**

The personal data of the applicants, communicated to ART-ER S.cons.p.a., will be processed, in paper or computer form, for the sole purposes inherent to the performance of this selection procedure and the management of the eventual employment relationship, in compliance with the provisions in force. The information notice, pursuant to Art. 13 EU Reg. 2016/679, and the relevant acknowledgement are at the bottom of the application form.

Applications and documents produced by applicants constitute "administrative documents" with respect to which, except in exceptional cases, the need for confidentiality must be excluded. Such documents, once acquired in the competition procedure, leave the personal sphere of the participants, who, therefore, do not assume the role of counter-interested parties in the judgement aimed at access to the records of the procedure by another party. The provisions set forth in the General Data Protection Regulation (EU Regulation 2016/679

of the European Parliament and of the Council of April 27, 2016 (GDPR), on the protection of individuals with regard to the processing of Personal Data and on the free movement of such data, published in the OJEU on May 04, 2016, will be complied with in any case.

**I) Responsible for the procedure:**

Elisa Bottazzi, head of the International and Territorial Cooperation, Social Innovation Unit of ART-ER S.cons.p.a., [elisa.bottazzi@art-er.it](mailto:elisa.bottazzi@art-er.it).

For information write to: [procedure@art-er.it](mailto:procedure@art-er.it).

Bologna, XXXXXXXXXXXX

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