



HELLENIC REPUBLIC
**MINISTRY OF
 DEVELOPMENT AND INVESTMENTS**

SPECIAL SECRETARIAT
 FOR ERDF, CF & ESF PROGRAMMES

Thessaloniki: **06-08-2020**
 Ref. No.: **84160 - 06-08-2020**

MANAGING AUTHORITY OF EUROPEAN
 TERRITORIAL COOPERATION PROGRAMMES

“INTERREG IPA CBC PROGRAMME GREECE – ALBANIA 2014 - 2020”

CO-FINANCED BY THE INSTRUMENT FOR PRE-ACCESSION ASSISTANCE (IPA II)

CALL FOR EXPRESSION OF INTEREST

The Managing Authority (M.A.) of European Territorial Cooperation Programmes, with the support of the Management Organization Unit of Development Programmes (M.O.U. S.A.)¹, issues a public call for expression of interest, in order to proceed with the **recruitment of staff for one (1) position** in the Joint Secretariat (J.S.) of the Interreg IPA CBC Programme “Greece - Albania 2014 - 2020”, as foreseen in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reform and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended by the Joint Ministerial Decisions 302081/YD4193/3-11-2017 (Official Journal 3986/B/15-11-2017) and 300225/YD570 (Official Journal 409/B/14-02-2019) of the Minister of Economy & Development and the Minister of Administrative Reform and as foreseen in the relevant Decision concerning the payroll expenses (Internet Uploading Number: ADA: 94B746ΨΧΨΤ-ΙΙΩ).

All interested candidates are requested to submit their application for the post described below, **Communication & Technical Assistance Project Officer**.

The post is based in Thessaloniki, Greece, reports to and is supervised by the Managing Authority of European Territorial Cooperation Programmes. According to the above mentioned Joint Ministerial Decision, the Joint Secretariat supports the Managing Authority, the Monitoring Committee and the Certifying Authority of the above mentioned Cooperation Programme in fulfilling their respective responsibilities.

¹ The Management Organization Unit of Development Programmes (MOU S.A.) is a non – profit – making institution within the broader public sector which reports to the Greek Minister of Development & Investments. Its purpose is to assist public authorities in the effective management of EU-funded programmes.

The selection of the JS post is performed by a Selection Committee in which the Partner States, the Managing Authority and the M.O.U. S.A. participate.

The selection procedure is described in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Ministry of Interior and Administrative Reconstruction and the Ministry of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended and in force. Parts of the process may be implemented digitally, if it is imposed by emergency or/ and if it is foreseen by the legal framework.

The successful applicant will be employed by M.O.U. S.A. according to the provisions of Laws 4354/2015 and 4452/2017 and will be granted a two year contract subject to a six months trial period. The contract may be renewed until the end of the implementation period of the Programme.

If the successful applicant comes from the public and wider public sector of Greece and MOU S.A., will be subject to specific provisions set out at the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reconstruction and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended and in force, available at www.interreg.gr

The official working language of the Programme is English. Candidates that fulfill the required qualifications will be interviewed in English. Employment contract will be governed by Greek law, signed in Greek and translated in English (for non-Greek applicants) under the responsibility of M.O.U. S.A.

Position: Communication & Technical Assistance Project Officer in Thessaloniki

Job title	Communication & Technical Assistance Project Officer Reports to the Coordinator of the JS
Vacancies	One (1)
Job Description	Contribution to the implementation of the communication strategy of the Programme; support to the MA in the monitoring and evaluation of the strategy, management of TA. More specifically, the Communication & Technical Assistance Project Officer is responsible for: <ul style="list-style-type: none"> • Implementation of the communication strategy of the Programme, with respect to the relevant Community Regulations; • Development of communication tools for the Programme; • Coordination of the production of communication tools of the Programme; • Maintenance of information about the Programme; securing accessibility by all interested/ benefited parties, both internally and externally; • Coordination with the Communication Manager of the MA for information and publicity activities according to the adopted

	<p>Communication Strategy;</p> <ul style="list-style-type: none"> • Support to the MA in reporting to the European Commission over communication issues (reporting, monitoring and evaluation of the implementation of the Communication Strategy); • Assistance to final beneficiaries over information and publicity issues; • Organization and participation in events and meetings; • Organization and participation in seminars for LPs / PPs for communication issues; • Management of Technical Assistance (management at a project level, reporting to MA, MC); • Supports the implementation of projects, undertaking all the responsibilities of a Project Officer.
Required qualifications	<ul style="list-style-type: none"> • Recognised University Degree (Bachelor's Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/and the aforementioned tasks, as accepted by the official public sector of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English or if not in English accompanied by English translation</i>); • Professional experience of at least three (3) years, preferably on EU-funded projects focused on cross-border, transnational or interregional cooperation and at least one (1) of them in communication activities (<i>professional experience must be proven by submitting social security documentation and:</i> <ul style="list-style-type: none"> ○ <i>copies of employment contracts or</i> ○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation</i>); • Very good knowledge of English Language (Level C1), to be proven by written examination and interview, accompanied by the respective certificate or its equivalent from an authorized institution
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> • Recognised University Degree (Bachelor's Degree, following the respective EU legislation) in the field of Journalism and Communication, as accepted by the official public sector of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English or if not in English accompanied by English translation</i>); • Post-graduate university Degree or Diploma in any field of relevance to the programme topics, officially recognised by a public sector institution/ organization/ authority of the applicant's country of citizenship (<i>educational background should be proven by submitting the respective degree in English or if not in English accompanied by English translation</i>); • Professional experience in European Territorial Cooperation Programmes, preferably within the eligible Programme area (<i>professional experience must be proven by submitting social security documentation and:</i> <ul style="list-style-type: none"> ○ <i>copies of employment contracts or</i> ○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation</i>); • Professional experience in the operational management of

	<p>Programmes and Projects funded by EU, national and regional funds (<i>professional experience must be proven by submitting social security documentation and:</i></p> <ul style="list-style-type: none"> ○ <i>copies of employment contracts or</i> ○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation)</i> <ul style="list-style-type: none"> • Knowledge of European Union institutions and policies, with specific reference to European Territorial Cooperation; • Knowledge of EU and Council Regulations in particular regarding the Instrument for Pre-accession Assistance II (IPA II) and the European Regional Development Fund (ERDF); • Knowledge of public administration procedures and legislation, applicable in the cooperating areas, especially in the place of establishment; • Knowledge of Management and Control system of ETC Programmes; • Knowledge of Cooperation Programmes and projects communication requirements; • Fluency or at least good Knowledge (min Level B2) in the language of any other state participating in the Programme would be an asset • Computer literacy (drafting/ processing of documents, preparation of presentations, use of data bases and monitoring procedures and systems, editing of information and publicity documents/ web-pages/other material, social media etc.); • Problem solving attitude; • Team spirit and loyalty to other colleagues whilst maintaining a high performance level; • Ability to manage office procedures so as to ensure effective delivery of services,; • Drive and determination to take personal responsibility for delivery of high quality results within tight deadlines; • Strong negotiating, networking and effective communication skills in multicultural environments; • Ability to understand different cultural and administrative contexts and adapt personal knowledge and experience to these settings; • Excellent writing, presentation and analytical skills; • Flexible approach to work; • Familiarity with objective based planning and implementation of strategies and plans; • Willingness to travel under short notice and work flexible hours
--	--

Application procedure

Interested applicants should submit in hard copy

- a motivation letter in English,
- a CV (according to the European Curriculum Vitae in English, available at <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)

- Degrees/ Certificates, for the relevant education, training, computer and language skills (*educational background documents must be proven by submitting the respective degree/document in English or if not in English accompanied by English translation*);
- prior working experience certificates (*professional experience must be proven by submitting social security documentation **and**:*
 - *copies of employment contracts or*
 - *a written confirmation from the candidate's employer for Greek applicants or the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation*);
- Copy of a valid Identification Document, with the original signature of the applicant on it;
- In case military service is obligatory in the country of citizenship, applicants must have fulfilled this obligation (*the applicant must submit the relevant official document in English or if not in English accompanied by English translation*).

All candidates should specifically state the position which they apply for, at both the motivation letter and the CV. All required documentation must be included in the application when submitted. Documents submitted after the deadline will not be taken under consideration.

The CVs and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria. The Selection Committee will evaluate the education and length of professional experience of candidates, as stated under the required qualifications rubric, based on the documentation submitted. All candidates meeting the required qualifications will be invited to an interview where their qualitative professional experience and respective qualifications and competencies will be assessed. Knowledge of English Language (Level C1) will be - additionally to the respective certificate - proven by written examination and interview, which might be conducted virtually.

The Selection Committee will select the appropriate applicant taking into account the sum of the applicants' scores in the CV evaluation and the interview (and the Written Test, if applicable). The Selection Committee will draw up a ranking list of the interviewed applicants. In each stage of the selection procedure all candidates will be notified by e-mail sent to the addresses indicated in the CVs. The selection procedure is concluded with the decision of the Minister of Development and Investments following the proposal of the Selection Committee.

In case the selected candidate will reject the position offered, the contract will be offered by MOU S.A. to the next applicants, according to the ranking list.

In case more than one candidate reach the top of the ranking list, with the same score, then a second round of interviews is foreseen, limited only to those candidates.

All documents should be submitted in copies of the original documents and, if not in English, accompanied by English translations. Verified copies and official translations of originals will be submitted by the selected candidate before hiring to the JS. Failure to submit verified copies of the originals shall automatically mean the rejection of the candidate.

For successful applicant that will be employed by M.O.U. S.A., before the signing of the employment contract, an official document issued by the country of origin or domicile of the candidate should be submitted, in English, verifying that there is no criminal record.

All candidates may submit the expression of interest and all supporting documents **by post (registered post or courier) to M.O.U. S.A., 78A Louizis Riankour Street, GR-115 24 Athens**, Human Resources Management Department, **by 02-10-2020 at the latest**. The date of submission will be verified by the post/courier stamp/deposit slip. An application submitted after the above deadline will automatically be rejected.

All personal information included in the expression of interest is confidential. Prior applications to M.O.U. S.A will not be considered. In any case, submission of an expression of interest is compulsory.

For information please contact:

- **MOU S.A.** (Human Resources Management Department, 10:00 – 15:00)
78A Louizis Riankour Street, GR-115 24 Athens, Greece,
tel: +30 2131310222/ +30 2131310295

Or the

- **Managing Authority of European Territorial Cooperation Programmes**
65, Georgikis Scholis Avenue
57001, Pylaia, Thessaloniki, Greece
Telephone: +30 2310 469600
Fax.: +30 2310 469602
e-mail: interreg@mou.gr
Site: www.interreg.gr

Available at www.interreg.gr are

1. The INTERREG IPA CBC PROGRAMME "GREECE- ALBANIA 2014 - 2020" Document,
2. The Joint Ministerial Decision 300539/YD1605

3. The Joint Ministerial Decision 302081/YD4193
4. The Joint Ministerial Decision 301870/YD4798
5. The Joint Ministerial Decision 300225/YD570

Personal data protection

MOU S.A. collects and processes the personal data you submit according to the provisions of Regulation 2016/679 «GDPR» and its implementation measures according to Law.4624/2019 as in force, the application procedure set out above in compliance with the provisions of the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interiors and Administrative Reformation and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as modified with the Joint Ministerial Decision 302081/YD4193/3-11-2017 of the Minister of Economy & Development and the Minister of Administrative Reformation (Official Journal 3986/B/15-11-2017) and – concerning the payroll expenses- in compliance with decision of Management Organization Unit's Directors' Board (Internet Uploading Number – ADA: 94B746ΨΧΨΤ-ΙΙΩ) with the purpose of recruiting one (1) employee in the Joint Secretariat (J.S.) of the INTERREG IPA CBC PROGRAMME "GREECE- ALBANIA 2014 - 2020" in Thessaloniki, Greece.

Recipients of the above data are also the Selection Committee, the Managing Authority (M.A.) of European Territorial Cooperation Programmes, and the Ministry of Development and Investments under the conditions specified in the above legal framework and the present call for expression of interest.

The above data are confidential and cannot be transferred to any other third party. They are stored for as long as it is required for the purpose for which they are obtained and they are secured according to safety standards set out in European Laws for personal data protection.

You are entitled to request access to your personal data, rectification/erasure of your personal data, restriction of processing, objection to the processing and/or to exercise your right to data portability according to the General Data Protection Regulation, (EU) 2016/679.

A request for the erasure of your personal data during the recruitment process shall be equivalent to withdrawing your expression of interest/application.

MOU S.A. will examine your request and will respond to you within one month of receipt of the request.

If you are dissatisfied with our use of your data or with the response to your queries regarding the exercise of your above rights you have the right to lodge a complaint with the supervisory authority.

You may exercise your rights described above by contacting MOU SA via telephone: 2131310100, by e-mail: webmaster@mou.gr, or by writing to us at 78^A Louizis Riankour Str., Athens, 11524.

ΑΚΡΙΒΕΣ ΑΝΤΙΓΡΑΦΟ
Ο προϊστάμενος της Διεύθυνσης
Οργάνωσης, Διοικητικής & Τεχνικής
Υποστήριξης

Κ.Α.Α.
ΜΠΙΛΗ ΕΥΣΤΑΘΙΑ

**The Minister of
Development and Investments**

Adonis Spiridon Georgiadis

Attached:

Internal distribution:

1. Minister of Development and Investment
2. Deputy Minister of Development and Investment
3. Special Secretariat for ERDF, CF & ESF Programmes
4. Head of the MA of ETC Programmes
5. Head of Unit B2
6. Head of Unit D
7. Coordinator of JS of Interreg IPA CBC Programme "Greece - Albania 2014 - 2020"