Rules for organizing and development of the recruitment process and the final competition that should be held at the headquarters of the Joint Technical Secretariat for the Romania - Bulgaria Cross Border Cooperation Programme 2007-2013 / Joint Secretariat for the Interreg V-A Romania - Bulgaria Programme (Cross Border Co-Operation Regional Office Călărași for the Romania - Bulgaria Border premises) - October, 19th, 2015

SECTION 1 - Activities to be carried out before the recruitment process

ART. 1
(1) Regarding the development of the recruitment process, Joint Secretariats General Department within Cross Border Co-Operation Regional Office Călărași for the Romania - Bulgaria Border - CBC ROC will publish an announcement at least 30 calendar days before the date of the competition including:

a) the conditions of recruitment process, the deadline for submission of the personal applications, the date, time and location of the competition; the deadline for submission of the personal applications is October 08th, 2015, 16:00;

b) the established bibliography - Annex 1 to the present document;

c) the conditions for participation at the recruitment process - the vacant positions for which the recruitment process is organized, the appropriate qualifications for these of vacant positions, other specific conditions (positions requirements in regards to qualifications, experiences, skills and abilities, Annex 2 to the present document);

d) the publicity will be made on the websites, of the Programmes and of CBC ROC; the advertisement will be displayed at CBC ROC headquarters. The advertisement will be published on the above websites and it can be promoted by using any other media and internet channel.

(2) The JS/JTS will invite, at least 7 days before the date of the submittal deadline, the Managing Authority and the National Authority respectively, to nominate at least one observer from each of it, to participate in the Recruitment Committee.

(3) The JS/JTS have the responsibilities to constitute the Recruitment Committee and the Committee for solving the appeals, before the date of the competition.

a) The Recruitment Committee component is nominated through a written decision by the Executive Director of CBC ROC as follow:
• Chairperson - non voting member;  
  He/she is one of JTS/JS staff member.

• Secretary - non voting member;  
  The secretary is an expert from CBC ROC.

• Assessors - voting members;  
  The assessors are experts from JTS/JS within CBC ROC.

• Also observers can participate - non voting members.  
  The observers are experts from the Managing Authority and/or the Bulgarian National Authority and/or CBC ROC.

b) The Committee for solving the appeals component is nominated through a written decision by the Executive Director of CBC ROC as follow:

• Chairperson - non voting member;  
  The Chairperson is from JSs General Department/ Executive Director of ROC CBC Calarasi.

• Secretary - non voting member;  
  The secretary is an expert from CBC ROC.

• Assessors - 3 voting members.  
  The assessors are experts from JTS/JS within CBC ROC.

• Also can participate observers - non voting members.  
  The observers are experts from the Managing Authority and/or the Bulgarian National Authority and/or CBC ROC.

**ART. 2**

Before the start of the recruitment process, it should be displayed at the CBC ROC headquarters, the conditions for development and participation in the recruitment process, bibliography and the requested documents to complete the personal applications, also on the Programme’s website.

**SECTION 2 - The responsibilities of the Recruitment Committee**
**ART. 3**
The Chairperson of the Recruitment Committee has the following main responsibilities:

a) ensures the sound management of the recruitment process;  
b) ensures that the provisions established through the present document are respected.

**ART. 4**
The secretary of the Recruitment Committee has the following main responsibilities:

a) establishes, writes and signs along with the entire recruitment documentation regarding a specific activity;  
b) ensures the transmission of the results of all stages of the recruitment process, making the average scores of the scores given by voting members;  
c) records in minutes the results of the recruitment committee;  
d) meets any other specific tasks necessary for the proper development of the recruitment process.

**ART. 5**
The voting members of Recruitment Committee have the following main responsibilities:

a) select the applications of the candidates;  
b) assess the submitted applications;  
c) participate to draw-up of the short-list of selected candidates who will be invited to participate at the interview and written test, based on the submitted personal applications  
d) elaborate the topics/different versions for the questionnaires for written test;  
e) establish the plan for the structured interview and participates at the structured interview;  
f) give scores (between 1 and 10) for each candidate to each evaluation step.

**SECTION 3 - The responsibilities of the Committee for solving the appeals**

**ART. 6**
The Chairperson of the Committee for solving the appeals has the following main responsibilities:
a) ensures the sound management of the recruitment process;
b) ensures that the provisions established through present document are respected.

**ART. 7**
The secretary of the Committee for solving the appeals fulfils the corresponding powers provided by art. 4 points b) and c).

**ART. 8**
The voting members of the Committee for solving the appeals have the following main responsibilities:

a) solve appeals lodged by candidates regarding their own test paper from the written test.
b) record in a Minute appeals results to be communicated to the candidates.

**SECTION 4 - The recruitment procedure development**

**ART. 9**
(1) In order to take part at the recruitment process, the candidates should send [only by e-mail](mailto:hr@calarasicbc.ro), their personal applications to the JSs General Department (CBC ROC) which should include the following (scanned documents):

- A motivation letter in English no more than one page, briefly describing the suitability for the position as well as the main job expectations of the candidate. The letter must include the exact starting date availability.
- A detailed Curriculum Vitae in English – EUROPASS Format.

The application should be sent [by e-mail only](mailto:hr@calarasicbc.ro), with following reference: 
" Application - Project Manager code: MPRB01 or MPCH01 or MPCH02/Financial expert code: FERB01 or FECH01/Contracting Expert code: CECH01 or CECH02/Information and Promotion Expert code: IPECH01 or IPERB01” to the following email address: hr@calarasicbc.ro
All applications submitted within the deadline will be acknowledged.

(2) Based on these documents, the recruitment committee will select the candidates who meet the recruitment conditions. During 9th of October 2015, the admitted candidates place on the short-list will be informed by e-mail about the result and invited for a written test and interview. The written test and interview will be organised on 19th October, 2015 and the hour will be communicated by e-mail, only to the “accepted” candidates placed on the short-list. Also, the short-list with the “accepted” candidates will be posted on the Programmes website and CBC ROC web-site on 9th October 2015.
(3) If, for objective reasons, the competition cannot be held at the date and time set, CBC ROC has the obligation to announce, by the same means of information provided by art. 2, the changes occurred during the development of the recruitment process.

(4) Only those candidates of which personal application were selected on the short-list, will be presented at the specified date (19th October, 2015), time and location (CBC ROC headquarters), according to the announcement posted on the Programmes and CBC ROC websites, for written test and structured interview. The candidates who are not present are considered as “Not present”, and therefore they will not be entitled to participate to the further steps of the present recruitment process. After the set hour of the written test starting the access to late candidates or any person is denied, except the Recruitment Committee members or the persons who will carry out written test surveillance. In this case the candidate is eliminated from the recruitment process.

**ART. 10**

The recruitment process is comprised of four steps:

1. **checking of administrative compliance** of submitted application and eligibility of the applicant. It is an eliminatory step; only candidates who submitted the requested documents scanned, according to the announcement posted on the CBC ROC website, will be declared “Admitted” to participate at the next evaluation step.

2. **assessment of submitted documentation**. The applications will be assessed by the voting members and a score between 1 and 10 will be given for each of them. It is an eliminatory step; only candidates who obtained more than 7 points - calculated as an average of the scores given by each voting member of the Recruitment Committee- will be declared “Admitted” to participate at the next evaluation step. Therefore, the secretary of the recruitment committee will duly inform all the candidates regarding the results of this stage. It will be used the e-mail addresses declared by the candidates in their CV’s. During the day of 9th October 2015, the admitted candidates (short-list) will be informed by e-mail about the result and invited for a written test and interview. The written test and interview will be organised on 19th October, 2015. Also, the short-list with the “accepted” candidates will be posted on the CBC ROC website in 9th October 2015.

3. **written test**- a test questionnaire. Based on the evaluation grid (right answers), a score between 1 and 10 will be given for each test paper. It is an eliminatory step, too; only candidates who obtained more than 7 points
at the written test - calculated as an average of the scores given by each voting member of the Recruitment Committee - will be declared “Admitted” to participate at the next evaluation step. The chairperson and the secretary of the recruitment committee will announce, orally, the results to all present candidates.

4. **structured interview.** Each voting members will give a score between 1 and 10 for each candidate. Only candidates who obtained more than 7-calculated as an average of the scores given by each voting member of the Recruitment Committee- will be suitable to fill vacant position.

**ART. 11**

(1) Before carrying out the written test, the Recruitment Committee has the obligation to select personal applications based on the fulfilment of the conditions for participation at the recruitment process, with at least 7 days before the written test.

(2) Results of selecting applications are mentioned in a document signed with “accepted” or “rejected”.

(3) The secretary of the recruitment committee will duly, by mail, inform all the candidates about the result of this stage. Only those ”accepted” will be invited at the specified date for the written test and structured interview. Also, the short-list with the „accepted” candidates will be posted on the Programmes and CBC ROC web-sites.

**ART. 12**

(1) Depending on the conditions for participation within Annex 2, the assessors will give a score between 1 and 10.

(2) On the date established for the competition, the Recruitment Committee establishes topics and different versions for the questionnaires test. Each voting member should make one or more proposals for questions to be included in the test.

(3) The questionnaires are determined based on the established bibliography, regarding the ability to reflect analysis and synthesis of the candidates. The set questionnaire is identical in the same written test for all the candidates competing for the same position.
(4) If, due to a large number of candidates, the written test is organized into several series, test questionnaires will be changed every series, except for the situation in which they are organized simultaneously.

**ART. 13**

(1) Each voting member will assess all the personal applications and will give a score based on attached documentation.

(2) The voting members should give scores between 1 and 10. The final result is the average score of the scores given by voting members. Only candidates who obtained more than 7 points will be declared “Admitted” to participate at the next evaluation step.

**ART. 14**

(1) Duration of the written tests given by the Recruitment Committee in accordance with the degree of difficulty and complexity of topics; in general, 1 hour should be enough for completing the written test, but a different timeframe can be set up by the Recruitment Committee, without exceeding 3 hours.

(2) Before starting the written test, candidates will be called out in order to meet prior formalities, checking identity. Checking the identity of candidates will be made only on basis of identity card.

(3) During the written test, leaving the exam room will lead to candidate’s elimination from the competition, except the emergency situations in which they should be accompanied by one member of the Recruitment Committee or a person who provides supervision.

(4) At the starting hour of the written test, the Recruitment Committee presents the topics.

(5) After the set hour of the written test starting the access to late candidates or any person is denied, except the Recruitment Committee members or the persons who will carry out written test surveillance. In this case the candidate is eliminated from the recruitment process.

(6) In exam room, during the written test including formalities prior and subsequent to the finalisation of written test, candidates are not allowed to hold or use any sources of consultation or mobile phones or other means of remote communication.
(7) Failure to comply with the provisions stipulated in paragraphs (6) attracts elimination of the candidate. The Recruitment Commission noting the breach of these provisions will eliminate the candidate from the exam room, will mention "cancelled" on the test paper and will record this fact (situation) in minute.

(8) The test papers will be drafted, under penalty of cancellation only on paper sets provided by CBC ROC, bearing its stamp on each page.

(9) When the pre-announced deadline for filling in the questionnaire elapsed, the candidate has the obligation to give to the Recruitment Commission the test paper.

(10) Voting members will assess the written tests submitted by the candidates and will give scores between 1 and 10. Only candidates who obtained more than 7 - calculated as an average of the scores given by each voting member of the Recruitment Committee - will be declared “Admitted” to participate at the next evaluation step.

**ART. 15**

(1) The structured interview is held, usually in the same day or no later than 5 working days from the date of the written test.

(2) Each member of the Recruitment Committee can address questions to the candidates. Questions regarding the candidate’s political opinion, Trade-Union activity, religion, ethnicity, gender, status and social or material origin should not be addressed.

(3) Each voting member will give a score between 1 and 10 for each candidate. Only candidates who obtained more then 7- calculated as an average of the scores given by each voting member of the Recruitment Committee- will be suitable to fill vacant position.

**ART. 16**

At the end of the competition is drawn up a minute which contains the development of the evaluation steps and the results obtained by each candidate, signed by the Recruitment Committee members.

**SECTION 5 - Scoring tests and results communication**

**ART. 17**

a. The result for each evaluation step is based on the arithmetic average scores given by each voting member of the Recruitment Committee.
b. The final result is based on the arithmetic average scores given for the third and fourth competition steps of the recruitment process.

**ART. 18**
The final results, in decreasing order, will be included in a summary in which are mentioned the results for each evaluation step, to be used in case of possible appeals.

**ART. 19**

(1) The final results are communicated by displaying at the CBC ROC’ headquarters, within 3 working days from the end of the recruitment process. Also, they will be posted on Programmes and CBC ROC websites, namely [www.cbcromaniabulgaria.eu](http://www.cbcromaniabulgaria.eu) and [www.calarasicbc.ro](http://www.calarasicbc.ro). The notice should remain at least 24 hours posted, and if appeals are lodged, 24 hours after solving them.

(2) Only candidates who have obtained a score more than 7 to each stage will be considered suitable to fill vacant position.

(3) The Recruitment Committee may draw up the reserve list with the candidates who have obtained a final results more than 7, but less than first candidate. The reserve list is valid for 3 months from the date of posting the results on the Programmes and CBC ROC websites, namely [www.cbcromaniabulgaria.eu](http://www.cbcromaniabulgaria.eu) and [www.calarasicbc.ro](http://www.calarasicbc.ro).

(4) Only candidates who have obtained a final result more than 7 - calculated as an average of the scores awarded for the third and fourth competition steps - will be considered suitable to fill vacant position.

(5) The candidate who got the highest result from the candidates who have competed for the same position is considered admitted to fill the vacant position.

(6) If there are equal results, the candidate who earned the highest score at the written test has priority, and if equality remains, the candidate with specializations in the field office has priority.

(7) The candidates considered suitable for a vacant position, after finalising the recruitment process, must submit the copies and originals of diploma or other official degrees, a medical certificate (adeverință medicală/ meditsinsko udostoverenie) in Bulgarian with a legalised translation in English stating the availability to work and a criminal record (cazier judiciar/ svidetelstvo za sydimost) in Bulgarian with a legalised translation in English.
(8) Within 5 working days after the final results have been communicated the admitted candidates should be present at the CBC ROC headquarters sign the job offer confirming also the start date and the working conditions.

(9) If the admitted candidate do not observe the provisions from art.19 (8), it is considered that he renounce, therefore the position will be considered vacant.

(10) If one admitted candidate renounces, in according art.19 (9), the Recruitment Committee could declare admitted the next candidate who have obtained a final result more than 7 - calculated as an average of the scores awarded for the third and fourth competition steps, mentioned in the reserve list drawn up by of the Recruitment Committee.

SECTION 6 - Appeals solving

ART. 20
(1) After displaying the results, dissatisfied candidates may appeal, within 24 hours from the results display date at CBC ROC headquarters, under penalty of right decay.

(2) Candidates may challenge the results obtained only from their own test paper from the written test.

ART. 21
The Committee for solving the appeals will analyse the minute’s Annex and the minute prepared in terms provided by art. 4, point c) will give results for the written test and will approve the appeal by changing the final result if any discrepancy is identified.

ART. 22
Appeal will be rejected in the following situations:
   a) the analyse established that the result was granted according to the scores for each item within the written test;
   b) the result given by the resolution of the appeals, is lower than the result of the Recruitment Committee.
   c) the appeal was submitted in other conditions than that stipulated at Article 20 of this document.

ART. 23
(1) Communication of appeal results is displayed at the CBC ROC headquarters, immediately after the solving of the appeals.
(2) The result granted after appeal remains final, and may be equal, less than or greater than the original result.
ART. 24
In case of appeal refusal, the candidate can address the law court.

Nicoleta MINCU
Executive Director CBC ROC

Bogdan Eugen MUSAT
Deputy Director

Florian-Virgil HODOROG
Head of Financial Management Unit

Cristian RADU
Head of Project Management Unit

Doina CRETU
Head of Information and Promotion unit

Rasvan-Eugen ZAMFIR
Head of Contracting Office

Petruș Alexandru CIOCÂRLAN
HR Expert

Annex 1.a

Bibliography:

PROJECT MANAGER (code: MPRB01 and MPCH01)

1. INTERREG V-A Romania Bulgaria Programme
2. REGULATION (EU) No 1299/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal.


6. Bulgarian Public Procurement Law

7. Bulgarian Council of Ministers Decree no. 118/20.05.2014

Annex 1.b

Bibliography:

PROJECT MANAGER (code: MPCH02)

1. INTERREG V-A Romania Bulgaria Programme
2. REGULATION (EU) No 1299/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal.


6. Romanian Government EMERGENCY ORDINANCE No. 34 of April 19, 2006 Concerning the awarding of public contracts, public works concession contracts, and services concession contracts with consequent modifications.

Annex 1.c

Bibliography:

FINANCIAL EXPERT (codes: FECH01 and FERB01)
1. INTERREG V-A Romania Bulgaria Programme


4. REGULATION No 1299/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal


6. LIST OF ELIGIBLE EXPENDITURES for INTERREG V-A ROMANIA-BULGARIA PROGRAMME applicable to Priority axis 1-5

7. Ordinances for business trips in the country or abroad (approved by Decree of Council of Ministers no. 72/30.12.1986 updated and 115/03.06.2004 updated)

Bibliography: Annex 1.d

Contracting Expert (codes: CECH01 and CECH02)

1. INTERREG V-A Romania - Bulgaria Programme

3. REGULATION (EU) No 1299/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal.


Bibliography: Annex 1.e

Information and Promotion Expert (codes: IPECH01 and IPERB01)
1. INTERREG V-A Romania - Bulgaria Programme

2. REGULATION (EU) No 1299/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal.


Annex 2.a

PROJECT MANAGER (code: MPRB01 and MPCH01)- 2 positions
CONDITIONS FOR PARTICIPATION

1) university degree preferably in fields related to programmes priorities (public administration, law, economics, engineering, spatial planning etc);
2) at least 2 years of relevant professional experience;
3) an asset would be any demonstrated experience in management of the implementation of EU programmes and/or other international projects;
4) fluent in English and in at least one of the national languages spoken in the area (Romanian and/or Bulgarian) in speaking and writing;
5) very good communication skills;
6) very good computer skills: MS Office (Excel, Word, PowerPoint, Access ) Internet;
7) ambition to work in an international environment with different administrative traditions;
8) capacity to administer a variable level of workload, while meeting deadlines and ability to take responsibilities for delivery of high quality results to tight deadlines;
9) communicative, open minded, a good team worker;
10) creative and problem-solved oriented;

Annex 2.b

PROJECT MANAGER (code: MPCH02)- 1 position

CONDITIONS FOR PARTICIPATION
1) university degree preferably in fields related to programmes priorities (public administration, law, economics, engineering, spatial planning etc);
2) at least 2 years of relevant professional experience;
3) an asset would be any demonstrated experience in management of the implementation of EU programmes and/or other international projects;
4) fluent in English and in at least one of the national languages spoken in the area (Romanian and/or Bulgarian) in speaking and writing;
5) very good communication skills;
6) very good computer skills: MS Office (Excel, Word, PowerPoint, Access ) Internet;
7) ambition to work in an international environment with different administrative traditions;
8) capacity to administer a variable level of workload, while meeting deadlines and ability to take responsibilities for delivery of high quality results to tight deadlines;
9) communicative, open minded, a good team worker;
10) creative and problem-solved oriented;

Annex 2.c

FINANCIAL EXPERT (codes: FECH01 and FERB01) - 2 positions

CONDITIONS FOR PARTICIPATION
1) university degree and/or master degree in financial management, accounting, economics or in other relevant fields;
2) at least 2 years of documented relevant professional experience;
3) an asset would be any documented experience in financial monitoring and control of EU programmes and/or other international projects;
4) fluent in English and in at least one of the national languages spoken in the area (Romanian and/or Bulgarian) in speaking and writing;
5) very good computer skills: MS Office (Excel, Word, PowerPoint, Access), Internet;
6) able to propose solutions for procedures related to programme management, including legal settings, audit and control requirements;
7) capacity to administer a variable level of workload, while meeting deadlines and ability to take responsibilities for delivery of high quality results to tight deadlines;
8) communicative, open minded, a good team worker;

Annex 2.d

Contracting Expert (code: CECH01 and CECH02) - 2 positions

CONDITIONS FOR PARTICIPATION

1. university degree: public administration, law, or other fields related to the programme priorities;
2. at least 2 years of documented relevant experience;
3. fluent in English and in at least one of the national languages spoken in the area (Romanian and/or Bulgarian) in speaking and writing;
4. familiarity with European territorial development policies and related EU legislation;
5. an asset would be any demonstrated experience in implementing/monitoring/control of EU programmes and/or other international projects;
6. very good computer skills: MS Office (Excel, Word, PowerPoint, Access), Internet;
7. capacity to administer a variable level of workload, while meeting deadlines and ability to take responsibilities for delivery of high quality results to tight deadlines;
8. creative and problem-solving oriented, interested in new learning experiences;
9. communicative, open minded, a good team worker;

Annex 2.e

Information and Promotion Expert (code: IPECH01 and IPERB02) - 2 positions

CONDITIONS FOR PARTICIPATION
1. university degree in Programmes relevant fields;
2. at least 2 years of documented relevant professional experience in the field of communication/publicity activities;
3. an asset would be any documented experience in financial monitoring and control of EU programmes and/or other international projects;
4. fluent in English and in at least one of the national languages spoken in the area (Romanian and/or Bulgarian) in speaking and writing;
5. very good computer skills: MS Office (Excel, Word, PowerPoint, Access), Internet;
6. capacity to administer a variable level of workload, while meeting deadlines and ability to take responsibilities for delivery of high quality results to tight deadlines;
7. communicative, open minded, a good team worker.

Annex 3.a

Position name: Project manager (code: MPRB01, MPCH01 and MPCH02)
Position level: Execution
Department: Joint Secretariats General Department
Unit: Projects Management

Indicative main Tasks of the Project Manager:

a) To participate in cooperation with the programmes management bodies to the preparation of calls for proposals;
b) To contribute in preparation, continuous evaluation and development of the Application Package: the Application Form and its annexes as well as the Guidelines to Applicants;

c) To prepare Monitoring Committee and Joint Monitoring Committee decisions with regard to Romania - Bulgaria Cross-Border Cooperation Programme 2007-2013 and Interreg V-A Romania-Bulgaria programmes technical issues;

d) To act as an advisor for technical aspects for the contracted projects, project beneficiaries and lead beneficiaries;

e) To review the progress reports submitted by all beneficiaries, and to advise project beneficiaries if progress is not on schedule or activities change;

f) To carry out on the spot monitoring visits;

g) Introduces data in PRO ETC;

h) To verify the achievement of the project objectives, results and the reach of indicators according to the financing contracts;

i) To identify the problems regarding project implementation and make recommendations for their prevention or correction;

j) To identify the project success elements for using it in promotion and publicity purposes;

k) To carry out analyses, studies and specific works within the institution;

l) To participate and contribute to project seminars and conferences as appropriate;

m) To be actively involved in the implementation of all related Programmes support activities;

n) Performs other duties delegated by the Managing Authority for the 2021+ programming period.

o) To observe the internal procedures of the Programmes.

p) Has the obligation to inform hierarchical superior in case of incompatibility or conflict of interest;

q) Carries out and takes over other duties, specific to the JSSGD / CBC ROC, requested by the Head of Project Management Unit, Deputy Director of Joint Secretariats General Department or by the Executive Director of the CBC ROC.
Annex 3.b

Position name: Financial expert (codes: FECH01 and FERB01)
Position level: Execution
Department: Joint Secretariats General Department
Unit: Financial Management

Indicative main tasks of the Financial Expert:

a) Provides technical assistance to the beneficiaries on financial issues related to the projects To prepare and to revise the Project Implementation Manual - Financial section, for successful projects implementation;

b) To request clarifications, information and additional documents from the beneficiaries or controllers on implementation issues as necessary, in order to assess financial aspects and check of reimbursement claims To carry out on the spot monitoring visits,
c) To check the achievement of the project purpose and objectives according to the financing terms and conditions, for the projects in whose assessment did not participate;

d) Identify the problems regarding project implementation and do recommendation for their prevention or correction, for the projects in whose assessment did not participate;

e) To constantly update, manage and disseminate financial information on the programme and to report to the Joint Monitoring and Steering Committees and the Managing Authority;

f) To provide appropriate input to the programme monitoring system, in order to allow financial monitoring at programme level;

g) To be actively involved in the implementation of all related Programme support activities;

h) To archive all documents according with the procedures in force;

i) To collaborate with all other services from the CBC Office for achieving their tasks;

j) Develops and participates in activities necessary for the implementation of Interreg V-A Romania-Bulgaria Programme;

k) Provides the necessary documents for the implementation of Interreg V-A Romania-Bulgaria Programme;

l) Contributes in updating the information regarding the implementation and closure of Interreg V-A Romania-Bulgaria Programme and in updating the programme's website;

m) Performs other duties delegated by the Managing Authority for the preparation and implementation of Interreg V-A Romania-Bulgaria Programme;

n) Can participate at the events organized within the Cross-border Cooperation Programme Romania-Bulgaria 2007-2013 and Interreg V-A Romania-Bulgaria Programme;

Annex 3.c

Position name: Contracting Expert (code: CECH01 and CECH02)
Position level: Execution
Department: Joint Secretariats General Department
Unit: Contracting Office

Indicative main Tasks of the Contracting Expert:

a) To notify the beneficiaries regarding the on-spot visits and to request all the necessary documents for contracting (as they are mentioned in the Manual of Procedure);

b) To prepare the preliminary documentation for the on-spot visit;

c) To carry out on-spot pre-contracting visits, at all the project beneficiaries and Lead beneficiaries;
d) To assure the check of the correct and complete filling in of all the documents presented by the beneficiary, necessary for contracting, the check of the location where the project subject to financing will be implemented;

e) To elaborate, complete and sign the on-site visits report and transmit it to all interested parties;

f) To request clarifications, information and additional documents from the beneficiaries, in case he/she notices disparities between the sent/presented documents;

g) To appreciate if there is a reason not to finance a project, in which case he/she drafts a reject proposal, approved by the Deputy Director of Joint Secretariats General Department and sends it to the Managing Authority;

h) After performing the on-spot visit, to appreciate if the financing is recommendable, in which case he/she prepares the contracts in order to be signed by the beneficiaries and the Managing Authority;

i) To prepare and send to the Managing Authority the financing contracts with the beneficiary after performing the on-spot visits/the receipt of the response to the request for clarifications from the beneficiary;

j) Introduces data in the monitoring informatic systems of the Romania - Bulgaria Cross-Border Cooperation Programme 2007-2013 and Interreg V-A Romania-Bulgaria;

k) According to the conditions foreseen in the financing contracts, to inform the Monitoring Committee, Joint Steering Committee regarding the contract modification requests and, after the approval/rejection of the contract modification by Joint Technical Secretariat/Joint Secretariat, to propose to the Managing Authority the modification of the financing contract;

l) To send to the Managing Authority the "Notification of contract modification" submitted by the beneficiary together with the necessary supporting documents;

m) To provide support and advice to project beneficiaries on all financing contracts for the projects financed within the Romania - Bulgaria Cross-Border Cooperation Programme 2007-2013 and Interreg V-A Romania-Bulgaria;

n) To collect and revise the notifications and the amendments submitted by the beneficiaries of the projects financed within the Romania - Bulgaria 2007-2013 Cross-Border Cooperation Programme and Interreg V-A Romania-Bulgaria, and to advise the project beneficiaries about the correctness of the changes made on the contracts, for successful implementation of the projects;

o) To act as an advisor for the selected projects and lead beneficiaries;

p) To prepare and review the Projects Implementation Manuals - Pre/Contracting section - for successful projects implementation;

q) To contribute to drafting of internal rules for the review of contracting reports;

r) To identify the problems regarding project implementation and make recommendations for their prevention or correction;

s) To prepare statistics and monitoring figures at Programmes level for the Monitoring Committee, the European Commission and to assist the organization of their meetings;
t) Ensures preparation for archiving in accordance with the relevant Programmes procedures and the national legal provisions and also the European Commission regulations for documents that are elaborated/received within the unit;

u) Contributes to the preparation of Manuals of Procedures relevant to his/her professional area;

v) To observe the internal procedures;

w) Other tasks regarding technical support provided to the management structures of the Programmes.

Annex 3.d

Position name: Information and promotion expert (code: IPERB01)
Position level: Execution
Department: Joint Secretariats General Department - JSsGD
Unit: Information and promotion

Indicative main Tasks of the information and promotion expert:

a) To participate in cooperation with the programme management bodies to the preparation of calls for proposals

b) To contribute to the drafting process of Interreg V-A Romania-Bulgaria Programme operational procedures related to his/her professional area;

c) To provide information on programmes implementation process to the public

d) To ensure support to potential beneficiaries regarding the financing opportunities offered by the programme;
e) To provide support to beneficiaries/potential beneficiaries during all Programme implementation stages acting as first contact point for questions (Help-desk).

f) To provide support to beneficiaries on issues related to visibility requirements according to the Visual Identity Manuals and to verify on beneficiaries request the compliance with VIM requirements;

g) To draft the terms of reference for procurement procedures of goods and services related to information and communication activities;

h) To update data base (potential applicants, projects ideas, consultants, experts, etc.);

i) To provide data for updating the Programme website, leaflets, programmes brochures, newsletters and other publications development;

j) To create and update the list of approved projects that will be published on the website, with the support of other units with JSsGD;

k) To participate to the technical and financial reporting and monitoring activities for the information and communication activities implemented by the beneficiaries;

l) Performs the on site visits according to the job description provisions, national legislation and Interreg V-A Romania-Bulgaria Programmes procedures;

m) To monitor the press references to the programmes;

n) To organize, draft the agendas and send invitations of programmes events, inter alia:

1. Monitoring Committee;
2. Other committee and subcommittee meetings;
3. Publicity and communication events;
4. info-days for potential applicants;
5. partner-search events or forums;
6. seminars on different aspects of project planning and implementation.

o) To draft analyses, statistics, syntheses requested by the Management Authority or by the control bodies of the programmes;

p) To participate in drafting the applications form and progress reports of the Technical Assistance contracts.

q) To participate in preparation, continuous evaluation and developing of the Application Package: the Application Form and its annexes as well as the Guidelines to Applicants, Joint Secretariat Manual of Procedures relevant to his/her professional area;

r) On beneficiaries’ request can provide support and advice related to the information and communication activities performed within the projects;

s) To prepare statistics and monitoring figures at Programmes level for the Monitoring Committee, the European Commission, and to assist the organization of their meetings;

t) To keep records of all documents related to the progress of projects in his domain;

u) To participate and to contribute to project seminars and conferences as appropriate;

v) To implement all Flow of Documents procedures approved by the Deputy Director of Joint Secretariats General Department;

w) To alert the risk officer of JS regarding all potential risks identified during the performance of their activity;

x) To alert the irregularities officer regarding all suspicions of irregularity identified during the performance of their activity;

y) Introduces data in PRO ETC;
z) Responding for the information and communication activities implementation performed by JS for the Programmes, according to the Communication Strategy and Annual Communication Plan and Multiannual Communication Plan and also to the MA recommendation;

aa) To ensure the link between the JS and the stakeholders of the programme including NGOs, local and regional public authorities, academic and/or professional association, social partners, business representatives, regarding information and communication activities and propose measures for stimulate their involvement;

bb) To collaborate with all other services from the JSsGD and CBC Office for performing their tasks;

c) The activities will be carry out at the JSsGD / CBC ROC headquarter and also within the branches.

dd) Participates in developing the procurement procedures for purchasing necessary goods, services and works for performing the delegated tasks according to the Programmes documents and for preparing the 2021+ programming period;

ee) Develops and participates in activities necessary for the preparation of the 2021+ programming period;

ff) Provides the necessary documents for the preparation of the 2021+ programming period;

gg) Contributes in updating the information regarding the 2021+ programming period and in updating the programme's web site with information about it;

hh) Performs other duties delegated by the Managing Authority for the 2021+ programming period.

ii) Participates at the events organized within the, Interreg V-A Romania-Bulgaria programmes; the events for preparing the 2021+ programming period;

jj) Participates in the meetings organized for the Monitoring Committee and the Joint Working Group for preparing the 2021+ programming period;

kk) To observe the internal procedures of the Programmes.

ll) Has the obligation to inform hierarchical superior in case of incompatibility or conflict of interest;

mm) Ensures preparation for archiving in accordance with the relevant Programmes procedures and the national legal provisions and also the European Commission regulations for documents that are elaborated/received within the unit; Has the obligation to hold in trust and confidence any information or documents disclosed when performing his/her tasks, according to the internal procedures of the Programmes and observing the legal provisions in force (including the information of public interest);

nn) Has the obligation to permanent document on national or European legislative changes, in the field of activity or complementary to the carried out activity and to bring to the knowledge hierarchical superior the legislative changes.

oo) Fulfills other activities delegated by the Managing Authority as well as by hierarchical superiors;

pp) Carries out and takes over other duties, specific to the JSsGD / CBC ROC, requested by the Head of Information and Promotion Unit, Deputy Director of Joint Secretariats General Department or by the Executive Director of the CBC ROC.
Annex 3.e

Position name: Information and promotion expert (code: IPECH01)
Position level: Execution
Department: Joint Secretariats General Department - JSsGD
Unit: Information and promotion

Indicative main Tasks of the training, information and promotion expert:

a) To participate in cooperation with the programmes management bodies to the preparation of calls for proposals
b) To contribute to the drafting process of Romania-Bulgaria Cross-Border Cooperation Programme 2007-2013 and Interreg V-A Romania-Bulgaria Programme operational procedures related to his/her professional area;
c) To provide information on programmes implementation process to the public
d) To ensure support to potential beneficiaries regarding the financing opportunities offered by the programmes;
e) To provide support to beneficiaries/potential beneficiaries during all Programme implementation stages acting as first contact point for questions (Help-desk).

f) To provide support to beneficiaries on issues related to visibility requirements according to the Visual Identity Manuals and to verify on beneficiaries request the compliance with VIM requirements;

g) To draft the terms of reference for procurement procedures of goods and services related to information and communication activities;

h) To update database (potential applicants, projects ideas, consultants, experts, etc.);

i) To provide data for updating the Programmes website, leaflets, programmes brochures, newsletters and other publications development;

j) To create and update the list of approved projects that will be published on the website, with the support of other units with JSSGD;

k) To participate to the technical and financial reporting and monitoring activities for the information and communication activities implemented by the beneficiaries;

l) Performs the on site visits according to the job description provisions, national legislation and Romania-Bulgaria Cross-Border Cooperation Programme 2007-2013 and Interreg V-A Romania-Bulgaria Programmes procedures;

m) To monitor the press references to the programmes;

n) To organize, draft the agendas and send invitations of programmes events, inter alia:
   1. Monitoring Committee;
   2. Joint Monitoring Committee;
   3. Joint Steering Committee;
   4. Other committee and subcommittee meetings;
   5. Publicity and communication events;
   6. info-days for potential applicants;
   7. partner-search events or forums;
   8. seminars on different aspects of project planning and implementation.
   9. To draft analyses, statistics, syntheses requested by the Management Authority or by the control bodies of the programmes;

o) To participate in drafting the applications form and progress reports of the Technical Assistance contracts.

p) To participate in preparation, continuous evaluation and developing of the Application Package: the Application Form and its annexes as well as the Guidelines to Applicants, Joint Technical Secretariat/Joint Secretariat Manual of Procedures relevant to his/her professional area;

q) On beneficiaries’ request can provide support and advice related to the information and communication activities performed within the projects;

r) To prepare statistics and monitoring figures at Programmes level for the Monitoring Committee, the European Commission, and to assist the organization of their meetings;

s) To keep records of all documents related to the progress of projects in his domain;

t) To participate and to contribute to project seminars and conferences as appropriate;

u) To implement all Flow of Documents procedures approved by the Deputy Director of Joint Secretariats General Department;

v) To alert the risk officer of JTS/JS regarding all potential risks identified during the performance of their activity;
w) To alert the irregularities officer regarding all suspicions of irregularity identified during the performance of their activity;
x) Introduces data in PRO ETC;
y) Responding for the information and communication activities implementation performed by JTS/JS for the Programmes, according to the Communication Strategy and Annual Communication Plan and Multiannual Communication Plan and also to the MA recommendation;
z) To ensure the link between the JTS/JS and the stakeholders of the programme including NGOs, local and regional public authorities, academic and/or professional association, social partners, business representatives, regarding information and communication activities and propose measures for stimulate their involvement;
aa) To collaborate with all other services from the JSS GD and CBC Office for performing their tasks;
bb) The activities will be carry out at the JSS GD / CBC ROC headquarter and also within the branches.
cc) Participates in developing the procurement procedures for purchasing necessary goods, services and works for performing the delegated tasks according to the Programmes documents and for preparing the 2021+ programming period;
dd) Develops and participates in activities necessary for the preparation of the 2021+ programming period;
ee) Provides the necessary documents for the preparation of the 2021+ programming period;
ff) Contributes in updating the information regarding the 2021+ programming period and in updating the programme's web site with information about it;
gg) Performs other duties delegated by the Managing Authority for the 2021+ programming period.
hh) Participates at the events organized within the Cross-border Cooperation Programme Romania-Bulgaria 2007-2013, Interreg V-A Romania-Bulgaria Programmes; the events for preparing the 2021+ programming period;
ii) Participates in the meetings organized for the Monitoring Committee, Joint Monitoring Committee, Joint Steering Committee and the Joint Working Group for preparing the 2021+ programming period;
jj) To observe the internal procedures of the Programmes.
kk) Has the obligation to inform hierarchical superior in case of incompatibility or conflict of interest;
ll) Ensures preparation for archiving in accordance with the relevant Programmes procedures and the national legal provisions and also the European Commission regulations for documents that are elaborated/received within the unit; Has the obligation to hold in trust and confidence any information or documents disclosed when performing his/her tasks, according to the internal procedures of the Programmes and observing the legal provisions in force (including the information of public interest);
mm) Has the obligation to permanent document on national or European legislative changes, in the field of activity or complementary to the carried out activity and to bring to the knowledge hierarchical superior the legislative changes.
nn) Fulfills other activities delegated by the Managing Authority as well as by hierarchical superiors;
oo) Carries out and takes over other duties, specific to the JSS GD / CBC ROC, requested by the Head of Information and Promotion Unit, Deputy Director of Joint Secretariats General Department or by the Executive Director of the CBC ROC.