



HELLENIC REPUBLIC



MINISTRY OF ECONOMY
COMPETITIVENESS
AND SHIPPING



Ministry of Local Self Government

GENERAL SECRETARIAT FOR INVESTMENTS & DEVELOPMENT
DIRECTORATE GENERAL FOR DEVELOPMENT PLANNING,
REGIONAL POLICY & PUBLIC INVESTMENTS

MANAGING AUTHORITY OF EUROPEAN TERRITORIAL
COOPERATION PROGRAMMES

**“GREECE – THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA IPA CROSS-
BORDER PROGRAMME” 2007 – 2013**

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

CALL FOR EXPRESSION OF INTEREST

The Managing Authority (M.A.) of European Territorial Cooperation Programmes, Greece in agreement with the Ministry of Local Self Government, the former Yugoslav Republic of Macedonia, with the support of the Management Organization Unit of Development Programmes (MOU s.a.)¹ issue a public call for expression of interest (published simultaneously in the press of the two participating countries and foreign press) in order to proceed with the recruitment of staff for the Joint Technical Secretariat (J.T.S) of the “Greece – the former Yugoslav Republic of Macedonia IPA Cross-Border Programme”, as foreseen in the Ministerial Decree 300986/YD 3614 of the Hellenic Ministry of Economy and Finance (Official Journal 955B/22-5-2009), as in force. All interested candidates are requested to submit their application for the posts described below.

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

All posts - except the Antenna officer - are based in Thessaloniki, Greece and report to the Managing Authority of European Territorial Cooperation Programmes. The Antenna Officer will be located in Bitola, the former Yugoslav Republic of Macedonia. According to the "Greece – the former Yugoslav Republic of Macedonia IPA Cross-Border Programme", the Joint Technical Secretariat supports the Managing Authority, the Operating structure / National Authority, the Joint Monitoring Committee and the Joint Steering Committee of the mentioned Programme in fulfilling their respective responsibilities. It may also assist the Audit Authority of the Programme in the organisation of meetings of the Group of Auditors.

The selection of the JTS posts is performed by a Committee consisting of five voting members: two voting members representing the Managing Authority & Greece, two voting members representing the National Authority (the former Yugoslav Republic of Macedonia) and one member from the Management Organization Unit of Development Programmes (Greece). The Delegation of the European Union to the former Yugoslav Republic of Macedonia will also participate in the Selection Committee as an Observer. Any Decision of the Committee will be taken by consensus. The selection procedure is also described in the Ministerial Decree 300986/YD 3614 of the Hellenic Ministry of Economy and Finance, as in force. The selection procedure shall be approved by the designated Selection Committee. Potential candidates may come from the private sector, the public and wider public sector and MOU SA.

Successful applicants coming from the public and wider public sector of Greece and the MOU SA, will be subject to specific provisions set out at the Ministerial Decree 300986/YD 3614 of the Hellenic Ministry of Economy and Finance (Official Journal 955B/22-5-2009), as in force, available at www.interreg.gr. They shall be occupied in the JTS for a period of two years that can be extended until the end of the implementation of the Programme. All other successful applicants will sign a contract with M.O.U. s.a or with the Ministry of Local Self Government, according to the Technical Assistance's budget allocated to each country². The successful applicants that will sign a contract with the MOU s.a. will be granted a two year contract subject to a six months trial period. The successful applicants that will sign a contract with the Ministry of Local Self Government will be granted a six months contract with a possibility to be extended. The contract may be renewed until the end of the implementation period of the Programme.

² See the European Commission Decision C(2008)4717 /5.9.2008 for the approval of the "Greece – the former Yugoslav Republic of Macedonia IPA Cross-Border Programme" 2007–2013

The JTS shall be composed of:

- A (1) Coordinator
- Four (4) Experts
- An (1) Administrative Assistant that will provide secretarial support
- An (1) Antenna officer, that shall be located in Bitola, the former Yugoslav Republic of Macedonia.

All posts except the Antenna officer will be located at the premises of the Managing Authority.

Expenditure deriving from the functioning of the JTS will be paid from the Programme's Technical Assistance budget.

The official working language of the Programme is English.

Candidates that fulfill the required qualifications will be interviewed in English

Positions:

Job title	Coordinator of the JTS Reports to the MA
Vacancies	1 (one)
Job Description	Overall coordination, management and monitoring of the JTS's staff and tasks and of the Programme's implementation. Ensures that the decisions of the Joint Monitoring Committee, Joint Steering Committee and Certifying Authority of the programme are being respected and implemented. More specifically, the JTS Coordinator is responsible for: <ul style="list-style-type: none">- Management of the JTS human resources- Representation of the JTS to the management bodies of the programme, such as: Managing Authority (MA), Certifying Authority (CA), Audit Authority (AA), Operating Structure / National Authority (OS), Partner States, Controllers, other administrative bodies included in the management and control systems of the programme and the Commission, on the basis of sound Programme management and implementation of EU and national regulatory framework- Supporting the MA in the implementation of the Programme's strategy- Preparation of the necessary programme reports and their submission to the respective programme management bodies,- Support to the MA to carry out the Programme's public relations- Monitoring and supervision of external experts, if necessary- Drafting and presentation to the MA of proposals for the re-

	<p>organisation of the JTS's structure and procedures, when necessary, in order to improve the body's effectiveness and overall operation</p>
<p>Required qualifications</p>	<ul style="list-style-type: none"> - University Degree (University Degree or Diploma- min 4 years study) in any field of relevance to the programme topics, as accepted by the public sector of the applicant's country of citizenship. - Professional experience of at least five (5) years in management of EU Funded Programmes and projects in the eligible areas (e.g. INTERREG, Neighborhood Programmes) <p>(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, along with an English translation).</p> <ul style="list-style-type: none"> - Fluency in English language to be proven by oral interview, accompanied by any degree from an authorized Institution.
<p>Additional qualifications to be considered as assets</p>	<ul style="list-style-type: none"> - Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized by the public sector of the applicant's country of citizenship. - Professional experience in cross-border, transnational or interregional cooperation Programmes - Expertise in European cohesion policies, European regulations framework for the management and implementation of Programmes co-financed by European Union Funds, in particular the Instrument for pre-accession Assistance (IPA) and the European Regional Development Fund (ERDF). - Knowledge in matters of public administration procedures and legislation, applicable in the two cooperating areas, especially in the place of establishment - Experience in human resources management, in particular in the framework of an international team - Excellent drafting, presentation and communication skills, - Ability to work in a multicultural environment, - Strong communication and interpersonal skills, - Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) - Leadership and strong result-oriented approach - Ability to empower the members of the team, to promote team work and responsibility sharing, - Organisational skills and effectiveness, - Creativity and problem-solving skills - Capacity to undertake initiatives and responsibilities, - Ability to work under pressure, - Excellent presentation skills - Ability to determine and focus on the priorities set by the programme - Skills in public relations and in written and oral expression - Very good command of one of the official languages of the two

	<p>countries participating in the Programme – oral and written (Diploma or University degree from an official institution of the two countries or a language diploma at an “advanced level” acquired by an authorized body. For candidates whose mother tongue is one of the above languages, a secondary education certificate from the respective country is sufficient.)</p> <ul style="list-style-type: none"> - Willingness to travel frequently
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Job title	Project Officer Reports to the JTS Coordinator
Vacancies	3 (three)
Job Description	<p>Development and implementation of tools and administrative procedures at programme and project level concerning project implementation, evaluation, monitoring and reporting. Assistance to potential final beneficiaries in the development of project proposals, assurance of the efficient evaluation process, and assistance to final beneficiaries in managing approved projects. More specifically:</p> <ul style="list-style-type: none"> - Drafting of the Programme Manuals and Documents (Application packages, guides and manuals, procedures and support documents for sound project management for project promoters / final beneficiaries) - Drafting of project evaluation manuals / procedures according to the selection criteria decided by the Monitoring Committee - Evaluation of project proposals, in cooperation / coordination with the national authorities, Joint Steering Committee and possible external experts - Summarizing of the evaluation results and preparation of the Joint Steering Committee and the Joint Monitoring Committee meetings or any other relevant meetings - Day to day monitoring of project implementation and identification of problems or delays - Drafting of reports to the MA on project implementation issues - Contact point for Lead Partners of approved projects over project implementation (implementation, reporting, modifications, closure etc.) - Participation in meetings at the project level when necessary for resolving project implementation issues - Organisation of Lead Partner seminars or any other necessary seminars in the partner countries, - Support and advice to project promoters - Communication of JMC and MA decisions to Lead Partners - Assistance in the implementation of MA strategy regarding project implementation - Assistance in drafting annual and final reports of the Programme - Inserting and processing project/programme data to the information system used for the management of the programme
Required	- University Degree (University Degree or Diploma - min 4 years

<p>qualifications</p>	<p>study) in any field of relevance to the programme topics, officially recognised by the public sector of the applicant's country of citizenship</p> <ul style="list-style-type: none"> - Professional experience (at least 2 years) in management of Programmes or projects financed by the European Union Funds <p>(Professional experience should be proven by submitting social security documentation / workbook or copies of employment contracts or a written confirmation from the candidate's respective employer, along with an English translation).</p> <ul style="list-style-type: none"> - Fluency in English language to be proved by oral interview, accompanied by any degree from an authorised institution.
<p>Additional qualifications to be considered as assets</p>	<ul style="list-style-type: none"> - Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized in the applicant's country of citizenship, - Very good command of one of the official languages of the two countries participating in the Programme – oral and written (Diploma or University degree from an official institution of the two countries or a language diploma at an "advanced level" acquired by an authorized body. For candidates whose mother tongue is one of the above languages, a secondary education certificate from the respective country is sufficient.) - Professional experience in cross-border, transnational or interregional cooperation Programmes - Knowledge of European Structural Funds regulations, in particular those concerning Instrument for pre-accession Assistance (IPA) and European Regional Development Fund (E.R.D.F.), - Knowledge in matters of public administration procedures and legislation in one of the two cooperating areas - Excellent writing (drafting and reporting), presentation and communication skills and attention to detail and accuracy - Willingness to take responsibility for the quality of the delivered services - Intercultural, diplomatic skills - Ability to work within a team in a multicultural environment, - Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems), - Organisational skills and effectiveness, - Ability to work under pressure, - Creativity and problem-solving skills - Ability to determine and focus on the priorities set by the programme - Willingness to travel frequently

<p>Job Title</p>	<p>Communication and Technical Assistance Officer Reports to the JTS Coordinator</p>
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Vacancies	1(one)
Job Description	<p>Project evaluation, assistance in the implementation, monitoring and evaluation of the Programme Communication Plan, management of the Technical Assistance, reporting, monitoring of projects.</p> <p>More specifically:</p> <ul style="list-style-type: none"> - Evaluates and monitors project proposals, in cooperation / coordination with the national authorities, the Joint Steering Committee and possible external experts - Designs and Implements the Communication Strategy of the Programme with respect to the EC Regulations, - Develops the Communication Tools of the Programme, - Coordination of the production of communication tools of the Programme - Collects / maintains information about the Programme and ensures that all interested stakeholders have access to the programme's documents, news and announcements, - Collaborates with the Communication Manager of the MA, the Antenna for information and publicity activities according to the Communication Plan in force, - Supports the Managing Authority in the preparation of the reports on communication matters towards the European Commission (reporting, monitoring and evaluation of the implementation of the communication plan), - Assists the final beneficiaries on communication and publicity issues, - Organises and participates in meetings and events, - Organises and participates in seminars for Lead Partners and Project Partners, on communication issues, - Supports the competent Authorities (MA, Operating Structure) in the management of the technical assistance budget (management at a project level, reporting to MA, JMC)
Required qualifications	<ul style="list-style-type: none"> - University Degree (University Degree or Diploma- min 4 years study) in any field of relevance to the mentioned tasks / Programme topics, officially recognised by the public sector of the applicant's country of citizenship. - Professional experience (at least 2 years) in management of Programmes or projects financed by the European Union Funds <p>(Professional experience should be proven by submitting social security documentation/workbook or copies of employment contracts or a written confirmation from the candidate's respective employer, along with an English translation).</p> <ul style="list-style-type: none"> - Fluency in English language to be proved by oral interview, accompanied by any degree from an authorized institution.
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> - Post-graduate university degree in any field of relevance to the programme topics - Very good command of one of the official languages of the two countries participating in the Programme – oral and written (Diploma or University degree from an official institution of the two countries or a language diploma at an "advanced level" acquired by an authorized body. For candidates whose mother

	<p>tongue is one of the above languages, a secondary education certificate from the respective country is sufficient)</p> <ul style="list-style-type: none"> - Professional experience in communication and publicity, or relevant experience in media (journalism, press, etc) - Experience on communication strategies related to cooperation Programmes - Computer literacy (drafting/processing of documents, preparation of presentations, management of data), - Knowledge of European regional policies and regulations, in particular concerning Communication in the framework of European Union Funds - Professional experience in cross-border, transnational or interregional cooperation Programmes - Experience in planning, monitoring and evaluation of publicity plans - Skills in public relations and in written and oral expression - Drafting, presentation and communication skills to convey the contents and implications of communication strategy and tools to different stakeholders of the Programme, - Intercultural, diplomatic skills - Skills to work within a team in a multicultural environment, - Ability to take initiative for the improvement of the quality of delivered services, - Willingness to take responsibility for the quality of the delivered services - Ability to work under pressure, - Willingness to travel frequently
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Title	Administrative Assistant Reports to the JTS coordinator
Vacancies	1 (one)
Job Description	<p>Administrative support of the Joint Technical Secretariat and secretarial support of the Programme, desk officer of the JTS. Specifically:</p> <ul style="list-style-type: none"> - Administrative support of the JTS staff, for managing daily activities - Preparation of cross-border cooperation meetings - Contribution to the reports prepared by JTS and MA - Management of the JTS work plan and the time schedule of JTS as decided by the Coordinator - Management of operational issues (travel planning, organization of seminars, project meetings, conferences, events, etc - Administrative support (including staff issues) - Writing of official correspondence of the JTS, providing contact lists (mailing lists, general contact information etc,) of internal and external environment, archiving documents etc. - Support in the implementation of the Technical Assistance activities
Required Qualifications	<ul style="list-style-type: none"> - Secondary Education Diploma - At least one year professional experience in relevant secretariat

	<p>support, preferably in the framework of European Union Funds</p> <p>(Professional experience should be proven by submitting social security documentation/workbook or copies of employment contracts or a written confirmation from the candidate's respective employer, along with an English translation).</p> <ul style="list-style-type: none"> - Fluency in English language to be proved by oral interview, accompanied by any degree from an authorized institution.
Qualifications to be considered as assets	<ul style="list-style-type: none"> - Very good command of one of the official languages of the two countries participating in the Programme – oral and written (Diploma or University degree from an official institution of the two countries or a language diploma at an “advanced level” acquired by an authorized body. For candidates whose mother tongue is one of the above languages, a secondary education certificate from the respective country is sufficient.) - Excellent computer skills - Team work within a multicultural environment - Flexibility and availability - Intercultural approach

Title	Antenna Officer (located in Bitola)
Vacancies	1 (one), Reports to the JTS coordinator
Job Description	<p>Contact point for local actors. Specifically:</p> <ul style="list-style-type: none"> - Supports the Managing Authority and the Operating Structure in the implementation of the communication plan in force, acting as a first “contact point” for providing information, advice and help to the project partners or potential beneficiaries on the territory of the former Yugoslav Republic of Macedonia; - Supports the JTS for the monitoring of projects at the regional level as regards Partners in the former Yugoslav Republic of Macedonia - Provide support to beneficiaries during the preparation of proposals and throughout the period of implementation of operations - Carry out the support “desk” functions (distribution and diffusion of Applicant's packages or other relevant material to be used for the submission of the project proposals
Required Qualifications	<ul style="list-style-type: none"> - University degree in any field of relevance to the programme topics - Professional experience of at least 2 years in EU Funded Programmes and projects <p>(Professional experience should be proven submitting social security documentation/workbook or copies of employment contracts or a written confirmation from the candidate's respective employer, along with an English translation).</p> <ul style="list-style-type: none"> - Fluency in English language to be proved by oral interview,

	accompanied by any degree from an authorized institution.
Qualifications to be considered as assets	<ul style="list-style-type: none"> - Experience in EU Funded Cross border programmes and/or, Neighborhood programmes and projects through different EU financial instruments - Solid knowledge of public administration procedures and legislation at the national and regional level (especially in the field of public contracts) - Solid knowledge of Community Regulations in particular in the domain of IPA - Professional experience in communication and publicity - Very good command of one of the official languages of the two countries participating in the Programme – oral and written (Diploma or University degree from an official institution of the two countries or a language diploma at an “advanced level” acquired by an authorized body. For candidates whose mother tongue is one of the above languages, a secondary education certificate from the respective country is sufficient.) - Excellent computer skills - Communication and networking skills - Intercultural – diplomatic skills - Skills in team work within a multicultural environment - Skills in public relations and in written and oral expression

PROCEDURE OF APPLYING

Required documentation:

- Motivation letter in English clearly stating the position of interest
- European Curriculum Vitae in English (available at
- <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>)
- Degrees/Certificates for the relevant education, training, computer and language skills
- Prior working experience certificates. Photocopies of original documents/certificates should be submitted, followed by a simple translation in English. All required documentation should be included in the application when submitted. Genuine copies and official translations of originals will be submitted by applicants before their final selection. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- Reference letter from previous relevant working experience
- For the successful applicants that will sign a contract with the MOU S.A. or with the Ministry of Local Self Government, before the signing of their contract, an official document in English should be submitted verifying that there is no criminal record.

All candidates must send the expression of interest and all supporting documents **by post (registered post or courier)** to **MOU S.A., 78A Louizis Riankour Street, GR-115 24 Athens**, Human Resources Management Department, the latest by **03/09/2010**. The date of submission will be verified by the date of dispatch, the postmark, or the date of the deposit slip. An application submitted after the deadline will automatically be rejected. The expression of interest may not be submitted via e-mail.

Interviews with the candidates shall take place in the two participating countries, upon decision of the Selection Committee.

All personal information included in the expression of interest is confidential. Prior applications to MOU 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: 0030 2107499144 / 0030 2107499158 / 0030 2107499184
Site: www.mou.gr

or the

Managing Authority of European Territorial Cooperation Programmes
65, Georgikis Sholis Avenue
57001, Pylaia, Thessaloniki
Telephone: 0030 2310469600
Fax.: 0030 2310469602
Site: www.interreg.gr

or the

Ministry of Local Self Government
"Mito Hadzivasilev Jasmin" BB, 1000 Skopje
Telephone: 00 389 2 3253 950
Fax.: 00 389 2 3216 134
Site: www.mls.gov.mk

Available at www.interreg.gr and www.mls.gov.mk are

- (i) **the Programming Document of the "Greece – the former Yugoslav Republic of Macedonia IPA Cross-Border Programme 2007-2013" and**
- (ii) **the Ministerial Decree 300986/YD 3614 as in force.**