



HELLENIC REPUBLIC



MINISTRY OF ECONOMY  
COMPETITIVENESS  
AND SHIPPING

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

MANAGING AUTHORITY OF EUROPEAN  
TERRITORIAL COOPERATION  
PROGRAMMES



Ministry of Local Self  
Government

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

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

### **SUMMARY OF THE 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.)<sup>1</sup> 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.

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<sup>1</sup> 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 in which Partner States, the Managing Authority and MOU s.a. participate. The Delegation of the European Union to the former Yugoslav Republic of Macedonia will participate in the Selection Committee as an Observer.

The selection procedure is described in the Ministerial Decree 300986/YD 3614 of the Hellenic Ministry of Economy and Finance, as in force. Any Decision of the Committee will be taken by consensus. 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.

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

Successful applicants coming from the public and wider public sector of Greece and the MOU SA, 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 country<sup>2</sup>. 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

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<sup>2</sup> 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

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.

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:**

<b>Job title</b>	<b>Coordinator of the JTS</b> Reports to the MA
Vacancies	1 (one)

<b>Job title</b>	<b>Project Officer</b> Reports to the JTS Coordinator
Vacancies	3 (three)

<b>Job Title</b>	<b>Communication and Technical Assistance Officer</b> Reports to the JTS Coordinator
Vacancies	1(one)

<b>Title</b>	<b>Administrative Assistant</b> Reports to the JTS coordinator
Vacancies	1 (one)

<b>Title</b>	<b>Antenna Officer (located in Bitola)</b> Reports to the JTS coordinator
Vacancies	1 (one)

**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](http://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](http://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](http://www.mls.gov.mk)

**Available at [www.interreg.gr](http://www.interreg.gr). and [www.mls.gov.mk](http://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.**