

INTERREG V - A ROMANIA - HUNGARY PROGRAMME

Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company (Széchenyi Programme Office Nonprofit LLC.) (as hosting institution in Hungary) in cooperation with the Ministry of Development, Public Works and Administration (as Managing Authority, Romania) are announcing the vacancy for the:

Programme Officer for Info Point in Hajdú-Bihar County (1 position)

Interreg V-A Romania-Hungary is a Cross-border Cooperation Programme, focused on supporting the development of the cross-border region by improving employment and promoting cross-border labour market, investing in health and social infrastructure, promoting the efficient use of resources and common values, improving the sustainable cross-border mobility, improving risk prevention and disaster management and enhancing the cooperation of institutions and communities.

The Info Points (IPs) are the main contact and information points in the programme area for information and support. The IPs are professionally independent from the hosting institution, professionally coordinated by the Joint Secretariat (JS) and monitored in work by the Managing Authority (MA).

The general purpose and objective of the IPs is to contribute in accomplishment of the JS delegated tasks for implementing the Interreg V-A Romania-Hungary Programme, in a qualitative manner.

The daily communication and cooperation with the MA and the JS is an essential factor for the effective implementation of the Programme.

The IPs are hosted in Hungary, in each eligible County, by the Széchenyi Programme Office Nonprofit LLC., in separate structures.

JOB DESCRIPTION

The Programme Officer for Info Point shall perform the following tasks, in a coordinated manner with the JS activities:

- carry-out information and communication activities for project beneficiaries, including offering support in dealing with the national legislation related aspects;
- advise Lead Beneficiaries (LB) and other project beneficiaries on opportunities and obligations for information and publicity;
- support the contracting process, when the case;
- support projects' monitoring, focusing on the activities and expected outputs and results, respectively on reaching target indicators and achievement of objectives by the beneficiaries, whenever necessary;

- support the implementation of the relevant projects in order to ensure the spending obligations, including supporting in dealing with the national legislation related aspects;
- provide information to the JS about spending and achievements of relevant projects in order to fulfil N+3 rule;
- contribute to/update the Programme website, leaflets, brochures and other publications;
- organize and contribute to seminars, conferences and any type of event organized by the JS or needed by the Programme;
- prepare Terms of References for external contracts and monitor their implementation;
- ensure the proper application of the communication elements and horizontal principles at programme/project level.

Ideally, the candidates must be interested to work in an international environment and have high level of mobility. Also, they should be creative and problem-solving oriented, interested in new learning experiences, communicative, open minded and good team-workers.

QUALIFICATIONS AND EXPERIENCE REQUIRED

A. Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria:

- to be a national of a Member State of the European Union;
- to be entitled to his/her full rights as a citizen;
- to have a thorough knowledge of English (fluent in speaking and writing);
- to have a long duration education, which corresponds to completed higher education cycle - college / university studies (higher education bachelor or master), attested by a diploma, preferably in the fields covered by the Programme or communication, economic, legal or management related fields.

B. Selection criteria

- preferably 1-2 years of work experience in one of the intervention areas of the Programme or in a field related to the position, but fresh university graduates with proven record of extracurricular activities in event management are also welcomed;
- the knowledge of Hungarian language;
- proficiency with electronic and office equipment and very good computer skills: Outlook, MS Office (including Excel, PowerPoint, Access), Internet and Website management; experience in using modern communication tools;
- experience in organizing events (e.g. conferences and fairs).

The above-mentioned criteria are compulsory and will be assessed based on the submitted documents.

- experience in the management of EU and/or national funds, or finances, or accounting or project management represents an advantage.

WHAT WE OFFER

- Employment contract for indefinite period;
- Competitive salary and other fringe benefits;
- Car for official missions related to the tasks of the IP, mobile phone and laptop provided;
- Opportunities for continuous professional development;
- Participation in cross-border marketing campaigns and event management;
- International labour relations;
- Stable, long-term job opportunities;
- Diverse, independent tasks, new challenges;
- Flexible working hours (40 hours/week).

APPLICATION PROCEDURE

The vacancy is published in parallel in Romania and Hungary on the websites of the Ministry of Development, Public Works and Administration (www.mdlpa.ro), The Regional Office for Cross-border Cooperation for the Romania-Hungary Border (BRECO) (www.brecoradea.ro), on the centralized website for EU funded Programmes in Hungary (<https://www.palyazat.gov.hu/interreg-v-a-romnia-magyarorszag-egyttmkdsi-program>), on the website of the Interreg V-A Romania-Hungary Programme (<http://interregrohu.eu/en/employment-opportunities/>), on the website of the Széchenyi Programme Office Nonprofit LLC. (<https://www.szpi.hu/allasok>) and on the INTERACT website (www.interact-eu.net).

The application package consists of scanned copies of the following:

- a short motivation letter, maximum one page, signed;
- an up-to-date, detailed curriculum vitae (using Europass format - available at <https://europass.cedefop.europa.eu/en/home> - is mandatory), signed;

- the candidate's written consent in which he/she authorizes the Széchenyi Programme Office LLC. and the JS to make available their personal data to those involved in the application procedure.

Please note that the candidates shall present the documents proving their personal identity at the written exam.

The following documents shall be submitted only by the successful candidate, the latest 5 working days after his/her notification, and will be verified by the Selection Committee and by the HR of the employer, in case of successful selection:

- diplomas attesting a successful completion of the required level of education;
- diplomas or certificates indicating the completion of trainings or courses relevant for the position;
- certificates or other relevant documents proving professional work experience clearly indicating starting and finishing dates and the nature of duties carried out (official labour documents, certificates, relevant sections of contracts etc.), if the case;
- certificates or other relevant documents proving the English language knowledge, if available.

In case different names appears on the identity card/diplomas/certificates etc., a proving document (scanned) must be attached (e. g. marriage certificate, divorce certificate etc.).

The successful candidate will have to undergo a medical exam, according to the internal procedures of the hosting institution, proving that he/she is physically fit to perform the duties linked to the job.

Candidates who wish to apply shall **submit their application package, via e-mail**, until the closing date, to the following addresses: rohu@mdlpa.ro, joint.secretariat@breacoradea.ro and szpiallas@szpi.hu.

Candidates are asked to indicate in the subject line of the message: "Application for the position: Programme Officer for Info Point, Interreg V-A RO-HU" and to mention in the text of the message the county for which they apply (Hajdú-Bihar) and the date of their availability to start the job, if successful.

The time limit for receipt of applications is: 08.09.2022.

All candidates who will submit their application before the closing date will receive a confirmation e-mail.

The applications received after the closing date will not be eligible for consideration.

SELECTION PROCEDURE

Language: English (for the application process and for both the written exam and the interview)

The selection process will be organized as follows:

1. Administrative compliance of the submitted documents, eligibility of candidates and assessment of documentation

The Selection Committee will check applications regarding the administrative compliance of documents and against the eligibility criteria. The Selection Committee will evaluate the

experience and competencies of candidates, based on the documentation submitted, as requested by the selection criteria. This phase is eliminatory.

On the basis of its assessment, the Committee will establish a short list of candidates. The shortlisted candidates, who will be invited to the written exam, will be notified by e-mail, with 3 working days prior to the day of the written exam and interview.

2. Written Exam and Interview

The written exam and the interview will be organized in **Debrecen, Hajdú-Bihar County, Hungary**. The exact location will be communicated to candidates invited to the written exam.

Before the written exam, the candidates must present (only for confirmation) the original and valid identity document (e.g. identity card, passport); otherwise the candidates will not be accepted for the written exam.

The written exam will test the knowledge of candidates, which are relevant for the advertised position (legislative knowledge, English language, synthesis capabilities etc.). Candidates are allowed to use Internet during the written exam. The responsibility for the possibility of accessing information on the Internet rests with each candidate (device and Internet connection).

The written exam will be marked out of 10, pass mark 6,5. The results of the written exam will be submitted by e-mail to each candidate.

The written exam will be followed by the interview, during the same day. The successful candidate will be selected in consensus, by the Selection Committee.

Candidates may submit a complaint via e-mail to the following addresses: rohu@mdlpa.ro, joint.secretariat@breacoradea.ro and szpiallas@szpi.hu, if they consider the results of the exam incorrect, observing the deadline, as stated by the timetable.

The result of complaints will be sent by e-mail to the concerned candidates, according to the timetable.

Each candidate will be informed on his/her final result of the selection process by e-mail, according to the timetable.

INDICATIVE TIMETABLE

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| Posting the Vacancy Notices on websites | 18.08.2022 |
| Deadline for submitting the documents by e-mail (application package) | 15 working days from the date of posting the announcement |
| Deadline for submitting by e-mail the results of the selection of submitted documents | 3 working days from the deadline for submitting the documents |
| Written exam | 3 working days after the notification, starting at 10 A.M. (local time) |
| Submitting by e-mail the result of the written exam | Approx. 2 hours after the written exam |

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| Interview | Same day, for successful written exam candidates |
| Submitting by e-mail the result after the interview | Same day, after the interview |
| Submitting the complaints regarding the final result | One working day after the notification of the results, until 11 A.M. (local time) |
| Submitting by e-mail the results of resolutions related to complaints | Same day when the complaints were submitted, until 4 P.M. (local time) |
| Submitting by e-mail the final result | Same day, after communicating the result of complaints |

ADDITIONAL INFORMATION

- The *Programme Officer for Info Point* will be on a contract under the Hungarian legislation, for the programme's implementation period.
- The position is based in **Debrecen, Hajdú-Bihar County, Hungary**.
- The IPs cannot be involved in and cannot perform activities representing conflict of interests with their attributions. The staff cannot be associated and hold shares in a company which benefits, in any form, by financial support or any other services provided by Széchenyi Programme Office Nonprofit LLC. In all cases, the staff is obliged to respect the regulations in force on conflict of interest.

With the same purpose to avoid the conflict of interests, a candidate shall not apply for a position which is functionally or hierarchically linked with a position held by his/her: parent, brother/sister/husband/wife/partner/daughter/son.

Only the admitted candidate will sign a statement on own responsibility, proving that she/he is not in a situation of conflict of interest.

- Candidates are reminded that the Selection Committee work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the Committee's members or ask anybody else to do so, on their behalf.
- The structures of the Interreg V-A Romania-Hungary Programme apply a policy of equal opportunities and accept applications without discrimination on the ground of gender, race, nationality, religion or other social criteria, disability, age or sexual orientation.

For any other information, please send an e-mail to: joint.secretariat@breacoradea.ro and szpiallas@szpi.hu.