



**MANAGING AUTHORITY OF EUROPEAN TERRITORIAL**

**COOPERATION PROGRAMMES**

**Thessaloniki, 10/6/2019**  
**Ref. No.: 301580/YΔ3702**

**COOPERATION PROGRAMME**  
**“INTERREG V-A GREECE-ITALY 2014 - 2020”**  
**CO-FINANCED BY THE EUROPEAN REGIONAL DEVELOPMENT FUND**

**CALL FOR EXPRESSION OF INTEREST**

The Managing Authority (M.A.) of European Territorial Cooperation Programmes, with the support of the Management Organization Unit of Development Programmes (M.O.U. S.A.)<sup>1</sup>, issues a public call for expression of interest, in order to proceed with the recruitment of staff **for one (1) position** of JS Representative Officer (REP OF) in the decentralised structure of the Joint Secretariat (J.S.) of the Cooperation Programme “INTERREG V-A Greece – Italy 2014 - 2020” in Greece, as foreseen in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reform and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended by the Joint Ministerial Decisions 302081/YD4193/3-11-2017 (Official Journal 3986/B/15-11-2017) and 300225/YD570 (Official Journal 409/B/14-02-2019) of the Minister of Economy & Development and the Minister of Administrative Reform and as foreseen in the relevant Decision concerning the payroll expenses (Internet Uploading Number: ΑΔΑ: 6ΗΛ046ΨΧΨΤ-2ΛΜ). All interested candidates are requested to submit their application for the posts described below.

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

The JS Representative Officer (REP OF) will be based in Thessaloniki, Greece, report to and supervised by the Managing Authority of European Territorial Cooperation Programmes. According to the above mentioned Ministerial Decree, the Joint Secretariat supports the Managing Authority, the Monitoring Committee and the Certifying Authority of the above mentioned Cooperation Programme in fulfilling their respective responsibilities.

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

The selection procedure is described in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interiors and Administrative Reform and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended and in force.

The successful applicant will be employed by M.O.U. S.A. according to the provisions of Law 4354/2014 and will be granted a two (2) year contract, subject to a six (6) months trial period. The contract may be renewed until the end of the implementation period of the Programme.

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

The official working language of the Programme is English. Candidates that fulfill the required qualifications will be interviewed in English. Employment contract will be signed in Greek and translated in English (for non-Greek applicant) under the responsibility of the MA of European Territorial Cooperation Programmes.

**Position: JS Representative Officer (REP OF) in Thessaloniki**

<b>Job title</b>	<b>JS Representative Officer (REP OF)</b>
Vacancies	One (1)
Job Description	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

	<p>beneficiaries in managing approved projects.</p> <p>The tasks and services of the post are the following:</p> <ul style="list-style-type: none"> <li>• Drafting of Programme Manuals and Documents, such as Application packages, guides and manuals, procedures and support documents for sound project management for project final beneficiaries;</li> <li>• Participating in the evaluation procedure of project proposals, in cooperation/ coordination with the national authorities and possible external experts; Summarizing the evaluation results;</li> <li>• Preparation of the Monitoring Committee meetings;</li> <li>• Day to day monitoring of project implementation and identification of problems or delays;</li> <li>• Drafting of reports to the MA on project implementation issues;</li> <li>• Contact point for Lead beneficiaries of approved projects over project implementation (implementation, reporting, modifications, closure etc.);</li> <li>• Participation in meetings at the project level when necessary for resolving project implementation issues;</li> <li>• Organization of Lead beneficiaries / beneficiaries seminars;</li> <li>• Supporting potential beneficiaries during the preparation of their project proposals and throughout the period of implementation of operations once they are selected for funding;</li> <li>• Communication of MC and MA decisions to Lead beneficiaries;</li> <li>• Assistance in the implementation of MA strategy as regards project implementation;</li> <li>• Assistance in drafting annual and final reports of the Programme;</li> <li>• Guaranteeing the registration of project data to the computerized information system</li> <li>• Provide support to Greek beneficiaries with respect to their registration in the program of public investment (PDE) and monitoring of cash flows</li> </ul>
Required qualifications	<ul style="list-style-type: none"> <li>• Recognized University Degree (Bachelor's Degree, following the respective EU legislation), in any field of relevance to the Programme's thematic topics, or/and the aforementioned tasks, as accepted by the official public sector of the applicant's country of citizenship (<i>educational background must be proven by submitting the respective degree in English or if not in English accompanied by an English translation</i>);</li> </ul>

	<ul style="list-style-type: none"> <li>• Professional experience of at least three (3) years, preferably on EU-funded projects focused on cross-border, transnational or interregional cooperation (<i>professional experience must be proven by submitting social security documentation <b>and:</b></i> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation);</i></li> </ul> </li> <li>• Very good knowledge of English Language (Level C1), to be proven by written examination and interview, accompanied by the respective certificate or its equivalent from an authorized institution.</li> </ul>
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> <li>• Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation / authority of the applicant's country of citizenship (<i>educational background should be proven by submitting the respective degree in English or if not in English accompanied by English translation);</i></li> <li>• Professional experience in Territorial Cooperation Programmes or projects, preferably within the eligible Programme area (<i>professional experience must be proven by submitting social security documentation <b>and:</b></i> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation)</i></li> </ul> </li> <li>• Professional experience in the operational management of Programmes and Projects funded by EU, national and regional funds (<i>professional experience must be proven by submitting social security documentation <b>and:</b></i> <ul style="list-style-type: none"> <li>○ <i>copies of employment contracts or</i></li> <li>○ <i>a written confirmation from the candidate's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation)</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Fluency or at least good Knowledge (min Level B2) in the language of any other state participating in the Programme would be an asset</li> <li>• Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems),</li> <li>• Knowledge of European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;</li> <li>• Knowledge of EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2014-2020 programming period;</li> <li>• Knowledge of European Macro-regional Strategies, with a specific focus on EUSAIR;</li> <li>• Fundamental Knowledge of Public Procurement rules and procedures;</li> <li>• Knowledge of Management and Control system of ETC Programmes;</li> <li>• Knowledge of Cooperation Programmes and projects communication requirements;</li> <li>• Problem solving attitude;</li> <li>• Team spirit and loyalty to other colleagues whilst maintaining a high performance level;</li> <li>• Ability to manage office procedures so as to ensure effective delivery of services,;</li> <li>• Drive and determination to take personal responsibility for delivery of high quality results within tight deadlines;</li> <li>• Strong negotiating, networking and effective communication skills in multicultural environments;</li> <li>• Ability to understand different cultural and administrative contexts and adapt personal knowledge and experience to these settings;</li> <li>• Excellent writing, presentation and analytical skills;</li> <li>• Flexible approach to work;</li> <li>• Familiarity with objective based planning and implementation of strategies and plans;</li> <li>• Willingness to travel under short notice and work flexible hours</li> </ul>
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## Application procedure

Interested applicants should submit in hard copy

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

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

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

The Selection Committee will select the appropriate applicant taking into account the sum of the applicants' scores in the CV evaluation and the interview (and the Written Test, if applicable). The Selection Committee will draw up a ranking list of the interviewed

applicants. In each stage of the selection procedure all candidates will be notified by e-mail sent to the addresses indicated in the CVs.

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

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

For the successful applicant that will be employed by M.O.U. S.A., before the signing of the employment 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 M.O.U. S.A., 78A Louizis Riankour Street, GR-115 24 Athens**, Human Resources Management Department, **by 31-07-2019 at the latest**. The date of submission will be verified by the post/courier stamp/deposit slip. An application submitted after the above deadline will automatically be rejected. The expression of interest **cannot** be submitted via e-mail.

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

**For information please contact:**

**MOU S.A.** (Human Resources Management Department, 10:00 – 15:00)

78A Louizis Riankour Street, GR-115 24 Athens, Greece,

tel: +30 213 1310 217/ +30 213 1310 222

Or the

**Managing Authority of European Territorial Cooperation Programmes**

65, Georgikis Scholis Avenue

57001, Pylaia, Thessaloniki, Greece

Telephone: +30 2310 469600

Fax.: +30 2310 469602

e-mail: [interreg@mou.gr](mailto:interreg@mou.gr)

Site: [www.interreg.gr](http://www.interreg.gr)

Available at [www.interreg.gr](http://www.interreg.gr) are

1. **The COOPERATION PROGRAMME "INTERREG V-A GREECE-ITALY 2014 - 2020" Document, and**
2. **The Joint Ministerial Decision 300539/YD1605**
3. **The Joint Ministerial Decision 302081/YD4193**
4. **The Joint Ministerial Decision 301870/YD4798**
5. **The Joint Ministerial Decision 300225/YD570**

### **Personal data protection**

MOU S.A. collects and processes the personal data you submit according to the application procedure set out above in compliance with the provisions of the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interiors and Administrative Reformation and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as modified with the Joint Ministerial Decision 302081/YD4193/3-11-2017 of the Minister of Economy & Development and the Minister of Administrative Reformation (Official Journal 3986/B/15-11-2017) and –concerning the payroll expenses- in compliance with decision of Management Organization Unit's Directors' Board (Internet Uploading Number – ΑΔΑ: 6ΗΛ046ΨΧΨΤ-2ΛΜ) with the purpose of recruiting one (1) employee in the decentralised structure of the Joint Secretariat (J.S.) of the Cooperation Programme "INTERREG V-A Greece – Italy 2014 - 2020" in Greece.

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

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

You are entitled to request access to your personal data, rectification/erasure of your personal data, restriction of processing, objection to the processing and/or to exercise your right to data portability according to the General Data Protection Regulation, (EU) 2016/679. A request for the erasure of your personal data during the recruitment process shall be equivalent to withdrawing your expression of interest/application.

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



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

You may exercise your rights described above by contacting MOU SA via telephone: 2131310100, by e-mail: [webmaster@mou.gr](mailto:webmaster@mou.gr), or by writing to us at 78<sup>A</sup> Louizis Riankour Str., Athens, 11524.

**The Minister  
of Economy and Development**

**Ioannis Dragasakis**