

CROSS BORDER COOPERATION REGIONAL OFFICE CALARASI for the ROMANIA – BULGARIA BORDER

**Rules for organizing and development of the selection process
and the final competition that should be held at the headquarters *Cross Border
Cooperation Regional Office Călărași for the Romania - Bulgaria Border
premises - 18th of February 2025***

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

ART. 1

(1) Regarding the development of the selection process, Cross Border Cooperation Regional Office Călărași for the Romania - Bulgaria Border - CBC ROC will publish an announcement including:

- a) the conditions of selection 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 14th of February, 2025, 12⁰⁰;
- b) the established bibliography - Annex 1 to the present document;
- c) the conditions for participation at the selection process - the vacant positions for which the selection 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 CBC ROC website; the advertisement will be displayed at CBC ROC headquarters. The advertisement will be published on the above website and it can be promoted by using any other media and internet channel.

(2) CBC RO Calarasi has the responsibility to constitute the Recruitment Committee and the Committee for solving the appeals.

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

- Chairperson - (may have the right to vote);
- Secretary - (may have the right to vote);
- Assessors - voting members;
- Observers can also participate - non voting members.

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

- Chairperson - nonvoting member;
- Secretary - nonvoting member;
- Assessors - voting members.
- Also can participate observers - non voting members.

ART. 2

Once the selection process is launched, the announcement of the selection process will be displayed at the CBC RO Calarasi headquarters and on www.calarasicbc.ro, which will contain details regarding the development of the selection process.

SECTION 2 - The responsibilities of the Recruitment Committee (according to the methodology regarding the activity develop by the recruitment committee)

ART. 3

The Chairperson of the Recruitment Committee has the following main responsibilities:

- a) ensures the sound management of the selection process;
- b) ensures that the provisions established through the present document are respected.
- c) only in case if he/she will have the right to vote, will also carry out the responsibilities mentioned at 5th article of the present regulation.

ART. 4

The secretary of the Recruitment Committee has the following main responsibilities:

- a) together with the recruitment committee prepares the selection process documentation;
- b) ensures the transmission of the results of all stages of the selection process, making the average scores of the scores given by voting members;
- c) records in minutes the results of the recruitment committee;
- d) performs any other specific tasks necessary for the proper development of the selection process.
- e) only in case if he/she will have the right to vote, will also carry out the responsibilities mentioned at 5th article of the present regulation.

ART. 5

The voting members of Recruitment Committee have the following main responsibilities:

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- 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, based on the submitted personal applications
- d) establish the plan for the structured interview and participates at the structured interview;
- e) give scores (between 1 and 10) for each candidate at the second steps.

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 selection 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 application.
- 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 selection process, the candidates should send **by e-mail at hr@calarasicbc.ro address**, their personal applications to CBC RO Calarasi that consists in:

- a) A detailed Curriculum Vitae - EUROPASS Format in English.
- b) 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

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candidate. The letter must include the exact availability starting date for the job opening.

- c) Copies of the relevant supporting documents regarding the studies and the experience mentioned in the CV (diplomas, certificates, letters of recommendation, certificates regarding the prior performance of some activities / contracts, if applicable, etc.);
- d) Declaration on own responsibility regarding the conflict of interests (Annex 4 of the Rules for organizing and development of the selection process)

The English detailed Curriculum Vitae should include the following references:

- e) The vacancy codes for which is applying (namely EIC);
- f) E-mail address, for communicating the results of the selection process.

The application should be sent by e-mail at hr@calarasicbc.ro, in accordance with the application procedure mentioned above.

All applications submitted within the deadline will be acknowledged.

In case the vacancy code is missing or is wrong or if some of the required documents are missing, the secretary of the Committee registering the application shall ask the applicant to clarify the code or to provide the documents. In case the applicant does not communicate the code or does not provide documents until 14th of February 2025, 13⁰⁰ hour, the application will be rejected.

In case the e-mail address for communicating the results is not filled in by the applicant, the application will be rejected.

(2) The selected candidates cannot be employees of the Management Authority/ National Authority/other bodies involved in the management and implementation of the Interreg VI-A Ro-Bg Program or employees, collaborators or providers of organizations that have submitted funding applications under Interreg VI-A Romania - Bulgaria. Also, has been established, in accordance with the legislation in force, that the following persons are not entitled and will be excluded from participating at present selection process:

- I. have been convicted by a decision with res judicata value of a competent authority of a member state, for an offense related to their professional conduct
- II. have committed serious mistakes in their professional conduct, demonstrated by any means available to CBC RO Calarași;
- III. have been convicted by a judgment with res judicata value for fraud, corruption, participation in a criminal organization, money laundering or participation in any other illegal activity to the detriment of the financial interests of the European Union;

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IV. are subject to an administrative sanction because they are guilty of making false statements in providing the information requested by CBC RO Călărași, as a condition for participating in a project selection procedure or they did not provide the respective information or because they were found guilty for serious breach of their obligations under a contract financed from the state or EU budget

(3) Based on the documents mentioned at the 1st paragraph, the recruitment committee will select the candidates who meet the recruitment conditions. During 14th of February 2025, the admitted candidates placed on the short-list will be informed by e-mail about the result and invited for an interview. The interview will be organised on 18th of February 2025 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 CBC RO Calarasi web-site during the day of 14th February 2025, according to the following procedure, established in order to ensure the protection of the personal data in accordance with the EU Regulation 2016/679 (General Data Protection Regulation):

- a) For each candidate a number will be assigned (the registration no. of his/her personal application) in order for their personal data to be anonymized.
- b) The candidates will be informed about their assigned a number along with the results of the first stage.
- c) Within the short-list that will be published on www.calarasicbc.ro, the results will be related to the assigned numbers, through which each candidate will be able to identify their own result using the assigned number.
- d) The assigned number will be used for all the results related to the selection process that will be published.
- e) The only exception is represented by the will of the candidate, namely if a candidate will request it, their personal data will be used (name and surname) instead of the assigned number.

(4) 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 selection process.

(5) Only those candidates which personal applications were selected on the short-list will be presented at the specified date (18th of February 2025), time and location, according to the announcement posted on the CBC RO Calarasi websites, for the structured interview. The candidates who are not present are considered as

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“Not present”, and therefore their application will be rejected. *In addition, in exceptional situations in which the candidate is unable to be present at the CBC RO Calarasi headquarter for the interview, he can request for the interview to be conducted online. As a results, the recruitment committee will analyse the request and will inform the candidate if the interview will be conducted online.*

ART. 10

The selection process is comprised of two steps:

1. checking of compliance of submitted applications. It is an eliminatory step. The applications will be verified by the recruitment committee if they were submitted according to the present regulation and to the posted announcement. The recruitment committee will check if the personal application, submitted by the candidates, meets the recruitment conditions for participation. After the application check is performed by the recruitment committee, only those applications who meet the conditions for participation will be selected to participate at the next step. The secretary of the recruitment committee will duly inform all the candidates on the results of this stage. The results will be sent to the e-mail addresses declared by the candidates in their CV's. During the day of 14th of February 2025, the admitted candidates (short-list) will be informed by e-mail about the result and invited for an interview. Also, the short-list with the “accepted” candidates will be posted on the CBC ROC web-site during 14th of February 2025. The interview will be organised on the 18th of February, 2025.
2. structured interview. It is an eliminatory step. Each voting member will give a score between 1 and 10 for each candidate. Only candidates who obtained at least 6 - calculated as an average of the scores given by each voting member of the Recruitment Committee will be suitable to fill vacant position. 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.

ART. 11

(1) Before carrying out the structured interview, the Recruitment Committee has the obligation to select personal applications based on the fulfilment of the conditions for participation at the selection process.

ART. 12

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(1) The result of the selection process will be recorded in the report of the procedure, for each applications must be mentioned the statute of “accepted” or “rejected”.

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

ART. 13

(1) If the structured interview will be held in a different day than the one established, the secretary of the recruitment committee will duly inform all the candidates, which were accepted to participate at the second step, on the results of the structured interview. The results will be sent to the e-mail addresses declared by the candidates in their CV’s and they will be also be displayed at the CBC ROC headquarters, as well as posted on CBC ROC websites, namely www.calarasicbc.ro.

(2) At the structured interview each member of the Recruitment Committee can address questions to the candidates (including from the bibliography of the concerned vacancy) in order to identify if the candidate motivations, abilities and attitudes are those needed to occupy the concerned vacancy.

ART. 14

(1) Each voting member will assess all the personal applications submitted within the deadline.

(2) At the second step 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 at least 6 points will be suitable to fill the vacant position

ART. 15

(1) Duration of the interview it will not exceed 45 minutes and should be enough for the Recruitment Committee to establish the candidate evaluation.

(2) Before starting the interview, the 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 interview, leaving the exam room (the video session in case if it organized online) will lead to candidate`s elimination from the competition, except

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the emergency situations in which they should be accompanied by one member of the Recruitment Committee or a person who provides supervision.

(4) The access to late candidates or any person is denied, except the Recruitment Committee members or the persons who will carry out interview surveillance. In this case the candidate is eliminated from the selection process.

(5) In the exam room (video sessions if it is conducted online), during the interview, candidates are not allowed to hold or use of any sources of consultation or mobile phones or other means of remote communication (aside from the device that will be used in the exceptional situations in which the interview will be conducted online).

(6) Failure to comply with the provisions stipulated in paragraphs (5) 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" within the minute.

ART. 16

At the end of the competition a minute will be drafted, containing the description 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 results for first and second evaluation steps are 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 first and the second competition step of the selection process.

ART. 18

The final results, in decreasing order, will be included in a summary in which the results are mentioned, 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 selection process. Also, they will be

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posted on CBC ROC websites, namely www.calarasicbc.ro. The notice should remain at least 24 hours posted, and if appeals are lodged, 24 hours after solving them.

(2) The Recruitment Committee may draw up a reserve list with the candidates who have obtained as final result at least 6, but less than the first candidate. The reserve list is valid for 3 months from the date of posting the results on the CBC ROC websites, namely www.calarasicbc.ro.

(3) Only candidates who have obtained a final result at least 6 - calculated as an average of the scores awarded for the second competition step - will be considered suitable to fill the vacant position.

(4) 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.

(5) If there are equal results, the candidate who has more relevant experience in accordance with the submitted application has priority.

(6) The candidates considered suitable for a vacant position, after finalising the selection process, must present the copies and originals of diploma or other official degrees and a criminal record (cazier judiciar/svidetelstvo za sydimost).

(7) Within 5 working days after the final results have been communicated the admitted candidates should be present at the CBC ROC headquarters to sign the job offer confirming also the start date and the working conditions. Also, only in exceptional situations, the job offer could be communicated using the information and telecommunications technology.

(8) If the admitted candidate will not observe the provisions from art. 19 (7), it is considered to be a renouncement, therefore the position will be considered vacant.

(9) If the admitted candidate will accept the job offer, she/he must present in addition to documents mentioned at art. 19, paragraph (6), document that attest her/his work experience that was requested within the second annex of the selection process regulation (only if is the case). If the documents mentioned above are not complied with the data within the personal application (CV), she/he will be rejected.

(10) If the admitted candidate won't accept the job offer or won't comply with provisions of art.19 paragraph (7) and (9) or he will renounces, the Recruitment Committee could declare admitted the next candidate who have obtained the

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second highest score (the result must be at least 6 - calculated as an average of the scores awarded for the first and second competition steps) mentioned in the reserve list drawn up by 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 their own results obtained at the first step.

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 first step 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 regulation;
- 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.

Bibliography:

Expert (code: EIC) - 1 position

1. Applicant's Guide for the third call dedicated to operations under Priority 3, Policy Objective 4, SO 4.2 - Improving equal access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and on-line education and training;
2. Applicant's pack for Call 4 - Competitive call for project proposals dedicated to Priority 2: A Green Region, Specific Objectives 2.4 - Promoting climate change adaptation and disaster risk prevention, resilience taking into account eco-system based approaches - climate change adaptation.

Expert (code: EIC) - 1 position

CONDITIONS FOR PARTICIPATION

- a) Higher education, university degree in the field of Civil construction, architecture or in another similar field;
- b) Minimum 3 years of general work experience,
- c) Minimum 2 years of experience in the relevant field for the expert position for which the candidate is applying.
- d) Previous experience in writing/evaluating/implementing projects with non reimbursable funding, in the field of the expert position for which you are applying;
- e) Very good knowledge of the Bulgarian language;
- f) Very good knowledge of the English language (minimum level B2),
- g) Good knowledge regarding the operation of electronic tools (mail, internet, Office applications, Word, Excel, detailed in the CV or relevant supporting documents);

Indicative main Tasks of the Expert:

Assesses from a technical point of view the technical documentation submitted by the Bulgarian partners within the project proposals submitted for financing within different calls for proposals within Interreg VI-A Ro-Bg Programme and drafts a report according with the rules of the call.

DECLARATION REGARDING CONFLICT OF INTEREST

I, the undersigned, as an employee declare that, based on the responsibilities assigned to me as possible employee,

I undertake:

- a) To ensure that I will comply with the applicable legal and contractual provisions regarding conflicts of interest;
- b) To ensure that I will not provide consultancy or any other form of assistance to any individual or legal entity if this could affect the impartiality or objectivity of the activities carried out under a labor contract;
- c) To ensure I will avoid any situation that could affect impartiality and objectivity in the process of conducting laboratory analyses covered by my labor contract;

II. I understand that it is my responsibility to promptly notify the employer in writing of any circumstance/situation of the type mentioned in point I of this Declaration that arises during the execution of activities under labor contract, as soon as I become aware of a potential conflict of interest in the circumstances/situations mentioned above.

I, the undersigned, declare under the applicable penalty for false statements that the information provided is complete and correct in every detail and understand that the persons authorized by the employer have the right to request, for the purpose of verifying and confirming this Declaration, any additional information regarding the provided data and information.

I understand that if this Declaration is not truthful, I may be subject to penalties under criminal law regarding false statements.

Date of completion:

Name and surname:.....

(Signature):.....