

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

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## **Rules for organizing and development of the recruitment process and the final competition that should be held at the headquarters of Joint Secretariat for the Interreg V-A Romania - Bulgaria Programme (Cross Border Cooperation Regional Office Călărași for the Romania - Bulgaria Border premises) - 18<sup>th</sup> of August 2023**

### **SECTION 1 - Activities to be carried out before the recruitment process**

#### **ART. 1**

(1) Regarding the development of the recruitment process, Joint Secretariats General Department within Cross Border Cooperation Regional Office Călărași for the Romania - Bulgaria Border - CBC ROC will publish an announcement at least 30 calendar days before the date of the competition including:

- a) the conditions of recruitment 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 04<sup>th</sup> of August, 2023, 14<sup>00</sup>;
- b) the established bibliography - Annex 1 to the present document;
- c) the conditions for participation at the recruitment process - the vacant positions for which the recruitment 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 the website of the Programme, on CBC ROC website; the advertisement will be displayed at CBC ROC headquarters. The advertisement will be published on the above websites and it can be promoted by using any other media and internet channel.

(2) The JS will invite, at least 7 days before the date of the submittal deadline, the Managing Authority and the National Authority respectively, to nominate at least one observer from each of it, to participate in the Recruitment Committee.

(3) The JS has the responsibility to constitute the Recruitment Committee and the Committee for solving the appeals.

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*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);  
He/she is one of JS staff member.
- Secretary - (may have the right to vote);  
The secretary is an expert from CBC ROC.
- Assessors - voting members;  
The assessors are JS staff member within CBC ROC.
- Observers can also participate - non voting members.  
The observers are experts from the Managing Authority and/or the Bulgarian National Authority and/or CBC ROC.

*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;  
The Chairperson is from JSs General Department/ Executive Director of ROC CBC Calarasi.
- Secretary - nonvoting member;  
The secretary is an expert from CBC ROC.
- Assessors - voting members.  
The assessors are experts from JS within CBC ROC.
- Also can participate observers - non voting members.  
The observers are experts from the Managing Authority and/or the Bulgarian National Authority and/or CBC ROC.

### **ART. 2**

Before the start of the recruitment process, it should be displayed at the CBC ROC headquarters, the conditions for development and participation in the recruitment process, bibliography and the requested documents to complete the personal applications, also on the Programme's website.

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**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 recruitment 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 5<sup>th</sup> 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 recruitment process documentation;
- b) ensures the transmission of the results of all stages of the recruitment 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 recruitment process.
- e) only in case if he/she will have the right to vote, will also carry out the responsibilities mentioned at 5<sup>th</sup> article of the present regulation.

**ART. 5**

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

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

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### **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 recruitment 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 test paper from the written test.
- 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 recruitment process, the candidates should send **by e-mail at [hr@calarasicbc.ro](mailto:hr@calarasicbc.ro) address**, their personal applications to the JSs General Department (CBC ROC) that consists in an English detailed Curriculum Vitae and should include the following references:

- a) The vacancy codes for which is applying (namely CECH/AECH01/AECH02/ACH);
- b) E-mail address, for communicating the results of the recruitment process.

The application should be sent **by e-mail at [hr@calarasicbc.ro](mailto: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, the secretary of the Committee registering the application shall ask the applicant to clarify the code. In case the

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code is not communicated by the applicant until 7<sup>th</sup> of August 2023, 12<sup>00</sup> 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) Based on these documents, the recruitment committee will select the candidates who meet the recruitment conditions. Until or during 08<sup>th</sup> of August 2023, the admitted candidates placed on the short-list will be informed by e-mail about the result and invited for an interview and written test. The interview and the written test will be organised on 18<sup>th</sup> of August 2023 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 Interreg V-A Romania-Bulgaria website and CBC ROC web-site until or during the day of 08<sup>th</sup> August 2023, 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.interregrobg.eu](http://www.interregrobg.eu) and on [www.calarasicbc.ro](http://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 recruitment 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.

(3) 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 recruitment process.

(4) Only those candidates which personal applications were selected on the short-list will be presented at the specified date (18<sup>th</sup> of August 2023), time and location, according to the announcement posted on the Programme and CBC ROC websites,

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for structured interview and written test. The candidates who are not present are considered as “Not present”, and therefore they will not be entitled to participate to the further steps of the present recruitment process. After the set hour of the written test starting the access to late candidates or any person is denied, except the Recruitment Committee members or the persons who will carry out written test surveillance. In this case the candidate is eliminated from the recruitment process.

### **ART. 10**

The recruitment process is comprised of three 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. Until or during the day of 08<sup>th</sup> of August 2023, 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 Interreg V-A Romania-Bulgaria website and CBC ROC web-site until or during the same day, 08<sup>th</sup> of August 2023. The interview will be organised on the 18<sup>th</sup> of August, 2023.
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 declared “Admitted” to participate at the next evaluation step. 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. In case if the written test will be organized in the same day with the interview, the results of the second step will be announce by the chairperson and the secretary of the recruitment committee to all present candidates.
3. written test - a test questionnaire. Based on the evaluation grid (right answers), a score between 1 and 10 will be given for each test paper. It is an eliminatory step, too; only candidates who obtained at least 6 points at the

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written test - calculated as an average of the scores given by each voting member of the Recruitment Committee - will be suitable to fill vacant position.

### **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 recruitment process.

### **ART. 12**

(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 Interreg V-A Romania-Bulgaria and CBC ROC web-sites.

### **ART. 13**

(1) The third step is held, usually in the same day or no later than 5 working days from the date of the structured interview.

(2) If the structured interview will be held in a different day than the written test, 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 Programme and CBC ROC websites, namely [www.interregrobg.eu](http://www.interregrobg.eu) and [www.calarasicbc.ro](http://www.calarasicbc.ro).

(3) 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.

(4) On the date established for the competition, the Recruitment Committee establishes topics and different versions for the questionnaires test. Each voting member should make one or more proposals for questions to be included in the test.

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(5) The questionnaires are determined based on the established bibliography, regarding the ability to reflect analysis and synthesis of the candidates. The set questionnaire is identical in the same written test for all the candidates competing for the same position.

(6) If, due to a large number of candidates, the written test is organized into several series, test questionnaires will be changed every series, except for the situation in which they are organized simultaneously.

### **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 declared “Admitted” to participate at the third evaluation step.

### **ART. 15**

(1) Duration of the written tests given by the Recruitment Committee in accordance with the degree of difficulty and complexity of topics; in general, 1 hour should be enough for finalizing the written test, but a different timeframe can be set up by the Recruitment Committee, without exceeding 3 hours.

(2) Before starting the written test, 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 written test, leaving the exam room will lead to candidate`s elimination from the competition, except the emergency situations in which they should be accompanied by one member of the Recruitment Committee or a person who provides supervision.

(4) After the set hour of the written test the access to late candidates or any person is denied, except the Recruitment Committee members or the persons who will carry out written test surveillance. In this case the candidate is eliminated from the recruitment process.

(5) In the exam room, during the written test, including formalities prior and subsequent to the finalisation of the written test, candidates are not allowed to



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hold or use of any sources of consultation or mobile phones or other means of remote communication.

(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" on the test paper and will record this fact (situation) in the minute.

(7) The test papers will be drafted, under penalty of cancellation, only on paper sets provided by CBC ROC, bearing its stamp on each page.

(8) When the pre-announced deadline for filling in the questionnaire elapsed, the candidate has the obligation to give to the Recruitment Commission the test paper.

(9) Voting members will assess the written tests submitted by the candidates and will give scores between 1 and 10. At the written test one point will be awarded by default. 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 the vacant position.

### **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 second and third steps evaluation 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 the second and third competition steps of the recruitment 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**

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- (1) The final results are communicated by displaying at the CBC ROC headquarters, within 3 working days from the end of the recruitment process. Also, they will be posted on Programme and CBC ROC websites, namely [www.interregrobg.eu](http://www.interregrobg.eu) and [www.calarasicbc.ro](http://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 Programme and CBC ROC websites, namely [www.interregrobg.eu](http://www.interregrobg.eu) and [www.calarasicbc.ro](http://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 and third competition steps - 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 earned the highest score at the structured interview has priority.
- (6) The candidates considered suitable for a vacant position, after finalising the recruitment process, must submit the copies and originals of diploma or other official degrees and if are issued in Bulgarian with a legalised translation in English and a criminal record (cazier judiciar/svidetelstvo za sydimost) if are issued in Bulgarian with a legalised translation in English.
- (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 recruitment process regulation (only if is the case). If the documents mentioned

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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 second highest score (the result must be at least 6 - calculated as an average of the scores awarded for the second and third 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 the results obtained only from their own test paper from the written test.

#### ***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 written test 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 scores for each item within the written test;
- b) the result given by the resolution of the appeals, is lower than the result of the Recruitment Committee.
- 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.

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**ART. 24**

In case of appeal refusal, the candidate can address the law court.

**Bibliography:**

**Assessment Expert (code: AECH01 and AECH02) - 6 postions**

1. Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy;
2. Applicant's pack for second call for proposals - Competitive call for project proposals dedicated to Priority 2: A Green Region, Specific Objectives 2.4 and 2.7.

**Bibliography:**

**Contracting Expert (code: CECH) - 3 positions**

1. Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy;
2. Applicant's pack for second call for proposals - Competitive call for project proposals dedicated to Priority 2: A Green Region, Specific Objectives 2.4 and 2.7.

**Bibliography:**

**Annex 1.c**

**Assistant (code: ACH) - 1 position**

1. Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy;
2. Applicant's pack for second call for proposals - Competitive call for project proposals dedicated to Priority 2: A Green Region, Specific Objectives 2.4 and 2.7.

**Assessment Expert (code: AECH01 and AECH02) - 6 positions**

**CONDITIONS FOR PARTICIPATION**

1. Higher education, university degree, preferably in fields related to the programmes' priorities (public administration, law, economics, engineering, etc.);
2. In depth knowledge of Romanian language;
3. Good computer skills: MS Office and Internet;
4. Good level of English language (written, reading, speaking);
5. at least 1 year of relevant working experience



**Contracting Expert (code: CECH) - 3 positions**

**CONDITIONS FOR PARTICIPATION**

1. Higher education, university degree preferably in fields related to the programmes' priorities (public administration, law, economics, engineering, etc.).
2. In depth knowledge of Romanian language;
3. Good computer skills: MS Office and Internet;
4. Good level of English language (written, reading, speaking)

**Assistant (code: ACH) - 1 position**

**CONDITIONS FOR PARTICIPATION**

- 1) Higher education, university degree preferably in fields of social and human sciences, administrative, public administration, law and others;
- 2) In depth knowledge of Romanian language;
- 3) Good computer skills: MS Office and Internet;
- 4) Good level of English language (written, reading, speaking)

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Annex 3.a

**Position name:** Assessment Expert (code: AECH01 and AECH02)  
**Position level:** Execution  
**Department:** Joint Secretariats General Department  
**Unit:** Assessment Unit

### Indicative main Tasks of the Assessment Expert:

- a. Contributes to the development and improvement of eMS assessment section according to the provisions of the procedures in force.
- b. Takes part at the AWG organized for the launched call for proposal;
- c. Ensures coherence during the process of submission, registration, assessment and selection of projects submitted within calls organized for priority axis, other than the one dedicated to technical assistance;
- d. Ensures the assessment and selection process of the application forms in all its stages submitted on each call for proposals for the INTERREG V-A Romania-Bulgaria programme;
- e. Together with the MA and NA prepares / updates the project evaluation and selection criteria for projects, the Applicant's Guide for each call for proposals, Assessor's Guide and other relevant documents relevant to his/her professional area, in accordance with the programming document and applicable community and national provisions;
- f. To ensure the confidentiality of all data regarding the activity performed;
- g. Submits to MA and AN the evaluation reports approved by JS;
- h. To introduce and verify data introduced in the management electronic systems used by the Programmes according to his/her limit of competence and provisions of the procedures in force;
- i. To alert the risk officer of JS regarding all potential risks identified during the performance of their activity and to alert the irregularities officer regarding all suspicions of irregularity identified during the performance of their activity;
- j. Can participate in the meetings organised for the Monitoring Committee and the Joint Working Group for preparing the next programming period
- k. Has the obligation to inform hierarchical superior in case of incompatibility or conflict of interest;

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- l. Has the obligation to hold in trust and confidence any information or documents disclosed when performing his/her tasks, according to the internal procedures of the Programmes and observing the legal provisions in force (including the information of public interest);
- m. Other tasks delegated by Executive Director/ Head of JS/Head of Unit related with verifications of appeals related with the assessment etc.
- n. Other tasks delegated by Executive Director/ Head of JS/Head of Unit.

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## Annex 3.b

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Position name:</b>  | Contracting Expert (code: CECH)       |
| <b>Position level:</b> | Execution                             |
| <b>Department:</b>     | Joint Secretariats General Department |
| <b>Unit:</b>           | Contracting Office                    |

### Indicative main Tasks of the Contracting Expert:

- a. To notify the beneficiaries regarding the on-spot visits and to request all the necessary documents for contracting (eligibility, property, etc.);
- b. To prepare the preliminary documentation for the on-spot visit;
- c. To carry out on-spot pre-contracting visits, at all the project beneficiaries and Lead Beneficiaries and to assure the check of the correct and complete filling in of all the documents presented by the beneficiary, necessary for contracting, the check of the location where the project subject to financing will be implemented;
- d. To elaborate, complete and sign the on-site visit reports and distribute it to all interested parties;
- e. To request clarifications, information and additional documents from the beneficiaries, in case he/she notices disparities between the sent/presented documents;
- f. To ensure the confidentiality of all data regarding the activity performed;
- g. To appreciate if there is a reason not to finance a project, in which case he/she drafts a reject proposal;
- h. To prepare and send to the MA the financing contracts after performing the on-spot visits/the receipt of the response to the request for clarifications from the beneficiary and after the verifications;
- i. To introduce and verify data introduced in the management electronic systems used by the Programmes according to his/her limit of competence and provisions of the procedures in force.
- j. To inform the MC, JSC regarding the contract modification requests and, after the approval/rejection of the contract modification by JS, to propose to the MA the modification of the financing contract;
- k. To send to the MA the "Notification of contract modification" submitted by the beneficiary together with the necessary supporting documents;
- l. To provide support and advice to project beneficiaries on all financing contracts for the projects financed within Interreg V-A Romania-Bulgaria, during the contracting process;
- m. To prepare Joint Monitoring Committee/Monitoring Committee decisions regarding to programmes contracting issues;

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- n. May participate to the AWG, complaint panel groups, contracting process, during the overloaded working periods, based on the Head of JS decision, under the condition to further observe the separation of functions.
- o. Other tasks delegated by Executive Director/ Head of JS/Head of Unit.

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Annex 3.c

**Position name:** Assitant (code: ACH)  
**Position level:** Execution  
**Department:** Joint Secretariats General Department

### Indicative main Tasks of the Assistant:

- a. To carry out the general office work (correspondence, mailing, mailing and address lists, external communication, photocopying, file-keeping etc);
- b. To assist in compiling and administering data/documents/information for internal use and information to the MA (staff working/attendance sheets, staff calendar, internal meetings (minutes), holiday sheets);
- c. To develop and monitor the calendar of the JS;
- d. To register in the JS Register of Documents all documents regarding the JS activity;
- e. To participate in and to assist the organization of events organized within the Interreg V-A Romania-Bulgaria Programme,;
- f. To elaborate the minutes of proceedings for meetings of JS;
- g. To handle the daily mail and courier services, special postal services for JS;
- h. To take care of visitors to the JS;
- i. To ensure the confidentiality of all data regarding the activity performed;
- j. To alert the risk officer of JS regarding all potential risks identified during the performance of their activity;
- k. To alert the irregularities officer regarding all suspicions of irregularity identified during the performance of their activity;
- l. To introduce and verify data introduced in the management electronic systems used by the Programmes according to his/her limit of competence and provisions of the procedures in force;
- m. Participates at the procedures for purchasing necessary goods, services and works for ensuring the good conditions of their own work on the implementation of Interreg V-A Romania-Bulgaria Programme;
- n. Assessment of projects when included in AWGs,
- o. Verifications of appeals related with the assessment,
- p. Contracting activities,
- q. Other tasks delegated by Executive Director/ Head of JS.