

**Class: 112-01/16-03/3**

**Registration No: 328-16-2**

**Zagreb, 18 October 2016**

On the basis of Article 14 of the Statute of the Agency for Regional Development of the Republic of Croatia, Article 5 of the Ordinance on Internal Organisation and Systematisation of Posts of the Agency for Regional Development of the Republic of Croatia, Article 3 of the Ordinance on Carrying out Employment Selection Procedure of the Agency for Regional Development of the Republic of Croatia and Article 25 of the Basic Collective Agreement for Civil Servants and Employees in Public Services (Official Gazette No 141/2012), Agency for Regional Development of the Republic of Croatia is publishing this

## **PUBLIC NOTICE**

of job vacancies for the recruitment as follows:

### **2. DIRECTORATE FOR MANAGING COOPERATION PROGRAMMES, REGIONAL DEVELOPMENT AND JOINT SECRETARIATS**

#### ***2.4 Service for Regional Development and Joint Secretariats with EU Member States***

##### **2.4.3 Senior Expert Advisor (JS IT-HR, Project Manager) – 2 vacancies**

**Conditions:** Master's degree in economics, law or another relevant degree (a university degree in economics, law or another relevant area), at least 4 years of relevant professional experience, excellent knowledge of English and the capability to communicate clearly and efficiently in the English language, advanced computer skills, outstanding knowledge of the European Union and relevant laws and regulations of the states participating in the Programme, nationality of a Programme member state or the European Union member state.

**Job description:** Plans activities in cooperation with the Head of Service in order to ensure their quality and timely implementation. Performs tasks on behalf of the Joint Secretariat in relation to the implementation of the Cross-border Cooperation Programme Italy – Croatia 2014 - 2020. Provides expert assistance and carries out all the necessary tasks within the branch office of the cross-border cooperation programme; independently finds solutions pertaining to the system and handles other highly complex content; leads and participates in the work of the most demanding project teams; maintains regular communication with the programme/project partners in multiple languages; participates in project selection and evaluation, and later on also in the monitoring of

projects (operations); performs controls of lead partners' requests, performs on-the-spot checks and prepares reports on the performed controls; participates in internal and external system and project audits; takes part in the implementation and reporting with regard to reimbursements and irregularities; participates in the preparation of documentation related to the calls for project proposals; carries out public procurement within his/her field of work. Carries out duties related to the mentoring of new employees. Participates in the evaluation and defining of risks related to the tasks under his/her responsibility. In the event that he/she notices a potential irregularity, he/she acts without delay and in line with the applicable manuals which regulate the procedures with regard to the management of irregularities. Carries out additional tasks as instructed by his/her superiors (including the Head of Joint Secretariat).

Place of employment: 1 vacancy at the Zadar Branch Office (Zadar County, the Republic of Croatia), 1 vacancy at the Dubrovnik Branch Office (Dubrovnik-Neretva County, the Republic of Croatia).

Information on the salary: The salary is the product of the job complexity coefficient (1.978) multiplied by the basis for salary calculation, (and other parts in line with relevant legislation of the Republic of Croatia).

In addition to the tasks stated in the job description as stated in the Ordinance on Internal Organisation and Systematisation of Posts of the Agency for Regional Development of the Republic of Croatia, the employee is expected to carry out the tasks of the JS Project Manager as follows:

- a) support to the organization of MC meetings and ensure their follow-up; support the organization and participation in events at Programme level;**
- b) support to the preparation of calls for proposals and the selection procedures;**
- c) participate to the project selection procedure by carrying out the relevant assessment steps (eligibility and quality check) ;**
- d) support the drafting of acts, documents and reports in relation to programme implementation;**
- e) support for the definition and day-to-day handling of Programme procedures;**
- f) support the drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.);
- g) support the setting up and day-to day functioning of the IT managing and monitoring system of the Programme;
- h) elaboration of thematic reports and annual reports;
- i) to inform the beneficiaries about the characteristics of the Programme

The role of the **Senior Expert Advisor** is focusing especially on tasks from a) to e).

#### **2.4.7 Senior Coordinator (JS IT-HR, Project Manager) – 2 vacancies**

**Conditions:** A master's degree in economics, law or another relevant degree (a university degree in economics, law or another relevant area), at least 2 years of relevant work experience, excellent knowledge of English and the capability to clearly and efficiently communicate in English, advanced computer skills, outstanding knowledge of the European Union and relevant laws and regulations of the states participating in the Programme, nationality of the Programme member states or the European Union member states.

**Job description:** Plans activities in cooperation with the Head of Service in order to ensure their quality and timely implementation. Performs tasks on behalf of the Joint Secretariat in relation to the implementation of the Cross-border Cooperation Programme Italy – Croatia 2014 - 2020. Provides expert assistance and carries out all the necessary tasks within the branch office of the cross-border cooperation programme; independently finds solutions pertaining to the system and handles other highly complex content; leads and participates in the work of the most demanding project teams; maintains regular communication with programme/project partners in multiple languages; participates in selection and evaluation, and later on also in the monitoring of projects (operations); performs controls of lead partners' requests, performs on-the-spot checks and prepares reports on the performed controls; participates in internal and external system and project audits; takes part in the implementation and reporting with regard to reimbursements and irregularities; participates in the preparation of documentation related to the calls for project proposals; carries out public procurement within his/her field of work. Carries out duties related to the mentoring of new employees. Participates in the evaluation and defining of risks related to the tasks under his/her responsibility. In the event that he/she notices a potential irregularity, he/she acts without delay and in line with the applicable manuals which regulate the procedures with regard to the management of irregularities. Carries out additional tasks as instructed by his/her superiors (including the Head of Joint Secretariat).

Place of employment: 1 vacancy at the Zadar Branch Office (Zadar County, the Republic of Croatia), 1 vacancy at the Dubrovnik Branch Office (Dubrovnik-Neretva County, the Republic of Croatia).

Information on the salary: The salary is the product of the job complexity coefficient (1.940) multiplied by the basis for salary calculation, (and other parts in line with relevant legislation of the Republic of Croatia).

In addition to the tasks stated in the job description as stated in the Ordinance on Internal Organisation and Systematisation of Posts of the Agency for Regional Development of the Republic of Croatia, the employee is expected to carry out the tasks of the JS Project Manager as follows:

- a) support to the organization of MC meetings and ensure their follow-up; support the organization and participation in events at Programme level;
- b) support to the preparation of calls for proposals and the selection procedures;
- c) participate to the project selection procedure by carrying out the relevant assessment steps (eligibility and quality check) ;
- d) support the drafting of acts, documents and reports in relation to programme implementation;
- e) support for the definition and day-to-day handling of Programme procedures;
- f) support the drafting of the relevant documents necessary for the Programme implementation (Programme manual, guidelines, etc.);**
- g) support the setting up and day-to day functioning of the IT managing and monitoring system of the Programme;**
- h) elaboration of thematic reports and annual reports;**
- i) to inform the beneficiaries about the characteristics of the Programme**

The role of the **Senior Coordinator** is focusing especially on tasks from f) to i).

An employment contract shall be concluded with a compulsory probationary period in the duration of 6 months (taking into account implementation period of the Programme). Signing of an employment contract with a person who is not a Croatian national is based on the delivered Confirmation of the registration of temporary stay and/or residence and work permit, in accordance with the relevant legislation.

The notice of job vacancies will be published by means of the Croatian Employment Service; Zagreb Branch Office, the Official Gazette, on the notice board and webpage of the Agency for Regional Development of the Republic of Croatia, ([www.arr.hr](http://www.arr.hr)) and on the webpage of the Cooperation Programme INTERREG Italy-Croatia (<http://www.italy-croatia.eu/>).

Persons of both genders can equally participate in the proceedings pertaining to this public notice of job vacancies.

If a candidate holds priority in terms of access to employment under a specific legal act, he/she shall be obliged to state that right in the job application and attach a copy of the decision or certificate confirming such a special status, which clearly displays the mentioned right as well as proof of unemployment. Such a candidate shall have priority with regard to the other candidates only under the same conditions.

Candidates who submit a job application and meet the formal requirements shall undergo a testing procedure.

If a candidate does not undergo such a testing procedure, it shall be considered that he/she has withdrawn his/her application.

The candidate testing method, legal and other resources intended for the preparation of the candidate for the testing shall be published on the Agency's webpage [www.arr.hr](http://www.arr.hr) and the Agency's notice board, at least five (5) days before testing.

The testing time and location will also be published on the Agency's webpage [www.arr.hr](http://www.arr.hr) and the Agency's notice board at least 5 days prior to the testing.

Along with the application the candidate should attach the following:

1. CV in English, written in the Latin script,
2. Evidence of attained qualifications (a copy of the diploma),
3. Proof of acquired professional experience that meets the requirements of the job profile the candidate is applying for (a copy of the electronic recordings, i.e. a copy of the certificate containing data recorded in the central records of the Croatian Pension Insurance Institute; a letter from the former employer containing the job description and stating the period of time in which the candidate carried out the described duties; a copy of the work contract or a service contract – with the job description and clearly stating the period of time in which he/she carried out the listed duties (from day, month, year to day, month, year); a copy of the decision on the acceptance into service in case the candidate had previously worked or still works in the public administration – with the job description and stating the period of time in which he/she carried out the listed duties),
4. Proof of nationality (a copy of the certificate of nationality, valid personal identity card, military identification card or passport),
5. A copy of the certificate of the competent court certifying that there are no criminal proceedings instituted against the candidate submitting the application (not older than 6 months).

In case a candidate has been selected who has submitted as proof of his/her qualifications a diploma of a foreign higher education institution, prior to his/her recruitment he/she shall have to submit a copy of the recognition of the foreign higher education institution's qualification, for the purposes of employment within the Republic of Croatia.

The documents are to be submitted in the form of non-certified copies, whereby the candidates need to present the original document for inspection before the final selection is made.

Note: The Agency retains the right to request a translation of the documentation delivered by the candidates applying for the job if the submitted documentation is not in English or Croatian and written in the Latin script.

The candidates shall state their correct email address since those of them who fulfil the formal requests as stated in the notice of job vacancy, will be invited for testing via email.

The documentation once submitted during the application process shall not be returned.

Only persons who submit a timely and complete application and fulfilling the formal requests of the vacancy announcement shall be considered to be candidates applying for the announced job vacancies.

Incomplete and untimely applications, including applications submitted by email or fax will not be considered.

Based on the results of the testing procedure, the Acting Director of the Agency shall make the decision on the selection of the candidates or the cancellation of the proceedings.

Applications for the announced job vacancies, along with the relevant proof of fulfilment of the stated requirements should be submitted within **14 days** from the date of publishing of the public notice in the Official Gazette, directly or by post to the following address: Agency for Regional Development of the Republic of Croatia, Zagreb, Ulica grada Vukovara 284, Building A, with the following indication: **»Notice of job vacancy, Service for Regional Development and Joint Secretariats with EU Member States, vacancy, vacancy number and title«.**

Note: in case of discrepancy/dispute the documentation in Croatian language shall be considered as relevant.

AGENCY FOR REGIONAL DEVELOPMENT OF THE REPUBLIC OF CROATIA