



Programme funded by the
EUROPEAN UNION

IT & SMIS OFFICER

GENERAL BACKGROUND

The general objective of the Romania-Ukraine Joint Operational Programme is to enhance the economic development and to improve the quality of life of the people in the programme area through joint investments in education, economic development, culture, infrastructure and health while ensuring the safety and security of the citizens in the two countries.

In order to achieve its goals the programme is aiming at setting up a professional and effective Joint Technical Secretariat with educated and experienced international staff covering the programme area.

The JTS assists the Joint Monitoring Committee and the Joint Managing Authority in carrying out their respective duties, as described below:

- Under the MA supervision, co-ordinates project generation by organising info-days with public sessions offered to potential applicants regarding the application procedures;
- Supports MA in organising the calls for proposals, including the preparation of the application packages;
- Organises the evaluation sessions, ensures the secretariat functions for evaluation committees and participates with its staff as internal assessors in evaluation of eligibility and administrative step,
- Carries out information and publicity activities related to the programme (e.g. seminars, conferences, partnership forums, contributes to updating of the programme web-site, etc.) under the supervision of the Managing Authority, and according to information and communication plans;
- Supports MA in contracting process by preparing the related documentation and performing pre-contracting visits to the selected grant beneficiaries;
- Contracts the branch office and co-ordinates its activity;
- Co-operates with organisations, institutions and networks relevant for the objectives of the Programme;
- With the support of the branch offices, organises and co-ordinates the monitoring of the projects, including the corresponding site visits;
- Receives and carries out the operational and financial verification of the requests for payments, submitted by the beneficiaries, together with the report and a checklist of the supporting documents;
- Sends the verified documents to the MA with a notification regarding the regularity and compliance of the request for payment with the program rules;
- Introduces and validates data related to the projects in the monitoring computerised system;
- Assists the beneficiaries in implementing the projects.
- Supports AM in performing the programme evaluation by providing relevant information
- Performs ex-post visits to the projects in order to check the sustainability of the projects, including the fulfilment of the Art 39 (3) of Commission Implementing Regulation no. 897/2014.

In order to have a broader view on the programme and the tasks of the JTS please check out the programming document on one of these websites:

<http://www.ro-ua-md.net>, <http://www.brctsuceava.ro>



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The **IT&SMIS Officer** will ensure proper functioning of the JTS / RO CBC Suceava IT system, supports the implementation of the Programme and contributes to the smooth execution of JTS financial contracts in accordance with the contractual procedures in force, European and national specific legislation, provisions of the Framework Agreement, the MA instructions and JMC decisions, incident rules and regulations.

► Tasks

- ✓ Develops and maintains software applications and databases for JTS/ RO CBC Suceava.
- ✓ Maintains specific database for Programme implementation, monitoring whether they are correctly and constantly updated by JTS staff.
- ✓ Configures, tests and upgrades necessary applications for Programme implementation.
- ✓ Provides any data (technical, financial, statistical) reports, information, analysis and material required, is responsible for their accuracy and completeness.
- ✓ Supports evaluation, audit, verification and control missions regarding the projects/ Programme implementation, provides information and documents, is responsible for strictly and timely implementation of recommendations from specific sphere of activity.
- ✓ Maintains the computer network of JTS / RO CBC Suceava.
- ✓ Provides assistance to other employees in the use of JTS / RO CBC Suceava computerized systems.
- ✓ Informs about the possibilities of updating the programs installed on the JTS / RO CBC Suceava computers.
- ✓ Monitors the electronic archiving of documents related to Programme implementation.
- ✓ Manages and monitors the use of the electronic system of recording of documents used by the Programme.
- ✓ Manages projects submitted / evaluated / contracted / monitored in IT system of the Programme in accordance with specific procedures. Updates technical data, financial and statistical output of the JTS, provides introduction and validation of data at project level in the IT system of the Programme. Prepares technical reports on request.
- ✓ Provides training on the correct use of the information system of the Programme.
- ✓ Updates and upgrades RO CBC Suceava web page with information on the Programme.
- ✓ Ensures other employees access to electronic information necessary for their activities.
- ✓ Ensures maintenance of equipment and systems, check usage and report to superiors the defects found.
- ✓ Provides software installation respecting the procedures related to the protection against computer viruses and software configuration maintenance.
- ✓ Ensures the implementation of IT procedures at RO CBC Suceava level.

► Profile/Employment criteria

Mandatory criteria

- long term studies and university degree (technical studies, economics),
- at least 1 year experience with operation systems, hardware and troubleshooting
- good knowledge of MS Office
- advanced knowledge in setting-up and maintenance of Local Network Areas
- advanced knowledge in working with operation systems, hardware and troubleshooting



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- working experience with various data base
- fluent in spoken and written English

It represents an advantage

- working experience in organizations/ public institutions/ private environment
- working experience within an international environment
- capacity to organize and prioritize daily tasks
- creative and problem-solving oriented, interested in new working experiences
- good communication skills and good team worker
- working experience with server systems, Virtual Machine, Linux, Linux networking, administration/ programming with Java 1.7, POSTGRES database 9.3, Apache Tiles, JSTL, CSS, Javascript, JQUERY, AJAX, Apache POI, Apache Tomcat, JSON, Apache HTTPD.

► Available: 1 (at JTS headquarters in Suceava)

► Terms of employment

Terms of employment

The position is based on a full-time contract under the Romanian law, **for 1 year period, with extension possibility.**

► Application procedure

The deadline for submitting the application folder is **August 20th 2019**, 16.00 hours Romanian time.

Interested applicants should submit:

- letter of intention (in English)
- CV in European format (in English)
- identity document (copy)
- legal certificate showing not having a criminal record
- photocopies of the relevant university diplomas and professional experience

* Where these official documents are in other language than Romanian, an authorized English translation is requested.

Only those applications received by the closing date to this vacancy announcement will be eligible for consideration.

The selection will take place on **August 21st, 2019** at 10:00 hours (Romanian time), at the headquarters of Regional Office for Cross Border Cooperation Suceava, in Suceava, 8A Bistriței Street.

The selection will have the following sections: written test according to the bibliography, English language test, computer operating skills test, interview and CV analysis.