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## MONITORING IMPLEMENTING 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://ro-ua.net>, <http://www.brct suceava.ro>



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## MONITORING IMPLEMENTING OFFICER

The **Monitoring&Implementing Officer** will be responsible for contracting the selected projects and monitoring of grant contracts assigned (for standard projects and/or Large Infrastructure Projects), supports the implementation of the program and contributes to the smooth execution of JTS financing contracts in accordance with the contractual procedures, European and national specific legislation, provisions of the Framework Agreement, MA instructions and JMC decisions, incident rules and regulations.

### ► **Tasks**

- ✓ Contributes to the elaboration / implementation of JTS annual monitoring and evaluation plans, including the implementation of actions of JTS. Contributes to drawing up the annual reports / final report on programme implementation.
- ✓ Provides to MA and superiors any dates (technical, financial, statistic), forecasts, analyzes, reports, information and / or materials required in connection with contracting / implementation of projects, is responsible for their accuracy and completeness.
- ✓ Supports evaluation, audit, verification and control missions regarding the contracting/ implementation of the projects, provides information and documents, is responsible for strictly and timely implementation of recommendations from their specific sphere of activity.
- ✓ Could be responsible for the preparation and assessment for Large Infrastructure Projects assigned and ensures efficiency, quality and compliance with the specific procedure and JTS financing contracts. In this case, informs superiors of any matters affecting the activity, proposing remedial measures / correction. Thus, provides any information and / or materials in connection with progress.
- ✓ Is responsible for contracting the projects assigned and ensures efficiency, quality and compliance with the specific procedure and JTS financing contracts. Inform superiors of any matters which might affect their activity, propose remedial measures / correction. Provide any information and / or materials in connection with progress.
- ✓ Is responsible for monitoring of grant contracts assigned, including the result-oriented monitoring and the ex-post monitoring, and ensures efficiency, quality and compliance with the specific procedure and financing contracts of JTS activity. Inform superiors of any matters affecting the work of the JTS, propose remedial measures / correction. Provide any information and / or materials in connection with progress. Provides support to MA throughout the monitoring visits, upon request.
- ✓ Trains the grant beneficiaries, providing support and advice, is responsible for the quality and accuracy of the information provided, but also for delivering them promptly to the applicant.
- ✓ Provides documents, information, analyzes for preparation of the 2020+ programming period, according to requests.

### ► **Profile/Employment criteria**

#### **Mandatory criteria**

- long term studies and university degree (communication and public relations, law, european studies, regional development, politics, public administration, technical, economics, others)
- at least 1 year experience in management of EU funded projects/ programmes
- fluent in spoken and written English and in one of the national languages spoken in JOP area (Romanian, Ukrainian)

#### **It represents an advantage**

- good knowledge of the programme area and programme requirements
- good knowledge of project management, capacity to propose solutions to increase efficiency during project implementation
- working experience within an international environment



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- good knowledge of MS Office
- capacity to organize and prioritize daily tasks,
- creative and problem-solving oriented, interested in new working experiences
- good communication skills and good team worker
- willingness to travel and to work overtime if necessary

► **Available: 1 (at JTS headquarters in Suceava)**

► **Terms of employment**

The position is based on a full-time contract under the Romanian law. The position is linked with the programming period of the Joint Operational Programme Romania-Ukraine 2014-2020. **The job starts in 2019 (according to Programme needs) and lasts until the end of 2023.**

► **Application procedure**

The deadline for submitting the application folder is **August 20<sup>th</sup> 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/Moldovan, 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 21<sup>st</sup>, 2019** at 10:00 hours (Romanian time), at the headquarters of Regional Office for Cross Border Cooperation Suceava, in Suceava, 8A Bistritei 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.