

**INTERREG IPA II CBC PROGRAMME**  
**“ITALY-ALBANIA-MONTENEGRO 2014 – 2020”**

**TERMS OF REFERENCE**

**Call for the selection of one (1) First Level Control Officer**

**Introduction:**

The Interreg IPA CBC Italy-Albania-Montenegro Programme is co-funded by the European Union through the Instrument for Pre-Accession (IPA II). The Programme is managed by Puglia Region - Department for Economic Development, Innovation, Education, Training and Employment. Eligible areas under the Programme are Puglia and Molise regions of Italy, as well as Albania and Montenegro (the whole territory). The Programme’s objective is to promote economic growth and intensify cooperation in the low Adriatic area, by implementing joint actions between national and regional institutional and not-for-profit actors and by fostering smart, inclusive and sustainable development.

The Managing Authority of the Programme is Puglia Region and the Joint Secretariat HQ is located in Bari. In Albania, the National Authority in charge for the coordination of the Programme is the State Agency for Strategic Programming and Aid Coordination (SASPAC) while a National Info Point (NIP) Office is established in Tirana. The National Authority is responsible for the functioning of the management and control system in Albania, in particular that the compliance with the applicable EU and national rules is assured for all expenditures of Albanian beneficiaries<sup>1</sup>.

The task of the controller is the management verifications of article 125 of Reg. 1303/13 (CPR), article 23 of Reg. 1299/13 (ETC) and Implementing regulation 447/2014. The first level controller carries out the controls in compliance with the management verifications manual of the Operational Programme (OP), the European Union and national legislative framework regarding public procurement, the approved Management and Control System of the OP.

The first level controller verifies that the co-financed products and services have been actually delivered and the declared expenditures have been paid by the beneficiary according to the applicable national laws and the eligibility rules of the O.P. The verifications include (a) administrative verifications for each application for reimbursement and (b) on-the spot verifications of all operations.

The First Level Control Officer reports to the Head of the First Level Control Office, to the Contracting Authority and the Albanian National Authority, if necessary.

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<sup>1</sup> In compliance with art. 37 (1) of the Commission Implementing Regulation IPA (EU) No 447/2014, recalling article 125 of Regulation (EU) No 1303/2013 and Article 23(1), (2), (4) and (5) of Regulation (EU) No 1299/2013.

## **General Duties and responsibilities**

The first level controller is responsible for the administrative and on the spot verifications of the Albanian beneficiaries' co-financed operations by the OP.

The administrative verifications are carried out to 100% of the submitted expenditure by each beneficiary. They should normally include:

- The correctness of the declared expenditure according to the application form;
- The correspondence of the expenditure to the approved operation;
- The correspondence of the expenditure to the eligible period;
- The Compliance with programme manuals and conditions;
- The Compliance with National and Community legislation and eligibility rules;
- The adequacy of supporting documents;
- The existence of an adequate audit trail.

## **Required Qualifications**

1. University Degree in the disciplines of finance, economy, law or other related fields;
2. At least 3 years' professional experience in management and/or control of EU/other donors, co-financed projects/programmes.
3. Proven very good knowledge of English language.
4. Very good drafting, presentation and communication skills.
5. Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems).

## **Additional qualifications to be considered**

1. Post graduate studies in any field of relevance to the mentioned tasks;
2. Participation in other Registers, i.e. Auditor's Register etc.;
3. Good knowledge of a second EU language;
4. Knowledge of European legal framework for the management and implementation of Programmes co-financed by Structural Funds;
5. Knowledge of public procurement procedures (national and PRAG rules);
6. Experience in management or technical support of Interreg Programmes;
7. Organizational skills and effectiveness;
8. Ability to work under pressure;
9. Ability to work in a multicultural environment;
10. Capacity to undertake initiatives and responsibilities;
11. Willingness to travel frequently.

## **Application procedure**

Interested applicants should submit in hard copy

- A motivation letter in English,
- A CV in English (suggested *europass* format),
- Degrees/Diploma for the relevant education, Certificates, trainings, or any other relevant document related to the education
- Copy of a valid Identification Document, signed with the original signature of the applicant on it.

All documentation should be submitted in English; if not in English, accompanied by English translation (**unofficial translation**).

The CV and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria. The Selection Committee will evaluate the education and length of professional experience of candidates, as stated under the required qualifications rubric, based on the documentation submitted. All candidates meeting the required qualifications will be invited to an interview, where their qualitative professional experience and respective qualifications and competencies (and the Written Test) will be assessed.

The Selection Committee will select the appropriate applicant per position, taking into account the sum of the applicant's scores in the CV evaluation and the interview (and the Written Test). The Selection Committee will draw up a ranking list of the interviewed applicants. In each stage of the selection procedure all candidates will be notified by e-mail, sent to the addresses indicated in the CVs.

For successful applicant that will be employed by SASPAC before the signing of his/hers employment contract, an official document should be submitted verifying that there is no criminal record.

## **Administrative Elements**

### ***1. Contesters/participants will be asked to have:***

- a. Good Knowledge of the Interreg Programme Itali-Albania – Montenegro: <https://www.italy-albania-montenegro.eu/>
- b. Good Knowledge of PRAG Rules: <https://ec.europa.eu/europeaid/prag/>
- c. Good knowledge of the Albanian Labor Code: <https://qbz.gov.al/preview/c1c18a6c-5f3e-457d-b931-de505b3c7ed0>
- d. Good knowledge of the Albanian Ethical Code <http://dap.gov.al/legjislacioni/per-administraten-publike/44-ligj-nr-9131-date-08-09-2003-per-rregullat-e-etikes-ne-administraten-publike>

## 2. *Evaluation.*

Norms and criteria from VKM 243/2015 have been adapted for the evaluation of contesters/participants.

In short:

- a. Their qualification will be done based upon the above **qualification requirements**.
- b. Contesters/participants qualified to enter the test will be evaluated based on the following norms:
  - b1. Dossier: up to 15 points.
  - b2. Oral testing: up to 25 points.
  - b3. Written testing: up to 60 points.

The final selection will be for the best of those who reach more than 70 points in total.

All candidates must send the expression of interest and all supporting documents **by post** to Prime Minister Office building – State Agency for Strategic Programming and Aid Coordination, Dëshmorët e Kombit Boulevard, Tirana, *with subject: Application for FLC Controller IT-AL-MNE* **by 23 April 2022 at the latest**. An application submitted after the above deadline will automatically be rejected. The expression of interest **cannot** be submitted via e-mail.