

**INTERREG IPA CROSS-BORDER COOPERATION PROGRAMME GREECE–ALBANIA
2014-2020**

**Terms of Reference (ToR)
ANTENNA OFFICER OF JOINT SECRETARIAT**

Background

The State Agency for Strategic Programming and Aid Coordination, as the Operating Structure in Republic of Albania, in agreement with the Greek Managing Authority, publishes a public call for expression of interest for the recruitment of one (1) Project Antenna Officer of the Joint Secretariat (JS) of the Interreg IPA CBC Programme Greece-Albania 2014-2020.

The Joint Secretariat, located in Thessaloniki, is the administrative body in coordination of the day-to-day management of the Programme.

Contracting Authority

The contracting authority will be the State Agency of Strategic Programming and Aid Coordination (SASPAC) of the Republic of Albania.

This position will be financed under the “Technical Assistance” project supporting Albanian Operating Structure in the implementation of the Interreg IPA CBC Programme Greece-Albania 2014-2020.

Position summary and duration

The position of the Antenna Officer is located in the Antenna Office in **Korça**. This is due to the need for providing closer assistance to Albanian beneficiaries as well as to ensure a higher local visibility of the Programme.

Under the direct supervision of the SASPAC and Head of the JS, the Antenna Officer will be responsible for all issues related to the management and implementation of the Programme, including the coordination of specific activities. He/She will play a fundamental role on contract reporting, administration of resources, assistance in the launching of calls for proposals, on field project monitoring (particularly result oriented), collecting data for the programme reports and supporting

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activities related to publicity, visibility and information. He/she should be specialized also in Communication and Information.

The Project Antenna Officer under the direction of the Head of JS will be in charge of all administrative and logistic tasks related to the internal functioning of the JS Antenna Office in Korça.

The Project Antenna Officer shall discharge his/her duties full time in the office and on the field.

Essential Job Functions

- Acting as a first “contact point” for potential beneficiaries to provide information, advice and help to the project beneficiaries on the territory of the Republic of Albania;
- Supporting the Managing Authority/Joint Secretariat and SASPAC in the implementation of communication activities (including events, info-days, Communication Plan) on the territory of the Republic of Albania;
- Supporting the Managing Authority/Joint Secretariat and SASPAC with monitoring of projects implementation on the territory of the Republic of Albania;
- Supporting the Managing Authority/Joint Secretariat and SASPAC on the development and implementation of tools at programme and project level concerning project implementation, monitoring and reporting;
- Support and advice to final beneficiaries in managing approved projects;
- Supporting the Managing Authority/Joint Secretariat and SASPAC on the day to day monitoring of project implementation and identification of problems or delays;
- Drafting of reports to the JS and SASPAC on project implementation issues;
- Participation in meetings at the project level when necessary for resolving project implementation issues;
- Organisation/ facilitation of seminars or any other activity conducted in Albania in the frame of the Programme;
- Supporting the Managing Authority/Joint Secretariat and SASPAC in inserting and processing of project/programme data to the information system used for the management of the programme;
- Support to revision of the Programme Documents;
- Support to the work of JMC (Joint Monitoring Committee) and Albanian Operating Structure;
- Assist in organization of Info days for the promotion of the Programmes;
- Assist in organization of Visibility events related to the Calls for Proposals;
- Assist in organization of public awareness campaigns and promotional events.
- Fulfilment of any other tasks assigned by the Head of the JS/MA and Albanian OS

Profile and qualifications

- University degree or Diploma in Law, Public Administration, Economics, Engineering, or any related relevant fields;
- He/she must have management experience in project administration of EU funded or other international-donor funding programmes/projects (professional experience should be proven by insurance documentation or copies of employment contracts, translated in English);
- Fluency in both written and spoken English and Albanian;
- Very good computer skills: MS Office including Word, Excel, and PowerPoint, Internet;
- Driving license would be a condition.

Additional qualifications to be considered as assets:

- Knowledge and experience of EU procurement procedures and of relevant EU documents and procedures (PRAG rules, IPA II regulation and the relevant CBC programme);
- Knowledge in matters of public administration procedures and legislation;
- Excellent drafting, presentation and communication skills;
- Good knowledge of an additional EU language is an asset;
- Ability to work within a team in a multicultural environment;
- Organizational skills and effectiveness;
- Ability to work under pressure;
- Creativity and problem-solving skills;
- Ability to determine and focus on the priorities set by the programme;
- Willingness to travel frequently.

Location

The Antenna Office and the job position is based in Korça, Albania.

Reporting

Formally, the Project Antenna Officer will report to the Head of JS in Thessaloniki, as well as to the Albanian Operating Structure. He/She will prepare a monthly report about the implementation of the administrative and logistic tasks related to the internal functioning of the JS including activities in the Work plan. He/She will each month prepare a timesheet and will submit it for approval to the Head of Operating Structure in SASPAC.

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;
- A copy of the documentation proving the working experience as described in this ToRS;
- Copy of a valid Identification Document, signed with the original signature of the applicant on it;
- A letter of reference from NIPAC (applicable only for the applicants previously employed in this position or other positions of the programme structures);
- To avoid the rejection of the application, all the supporting documents should be included in the application as requested.

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/her employment contract, an official document should be submitted verifying that there is no criminal record.

The recruitment process will be managed directly by SASPAC in coordination with JS and Greek Managing Authority of the Programme. The successful applicant will sign a contract with the State Agency of Strategic Programming and Aid Coordination.

Administrative Elements

Contesters/participants should have:

- Good Knowledge of the Interreg IPA CBC Greece-Albania Programme <https://www.greece-albania.eu/>
- Good Knowledge of PRAG Rules: <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>
- 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>

Evaluation

Qualification will be done based upon the above qualification requirements.

Contesters/participants qualified to enter the test will be evaluated based on the following norms:

- Dossier: up to 15 points.
- Oral testing: up to 25 points.
- Written testing: up to 60 points.

The best candidate, who gains more than 70 points in total, will be selected.