

INTERREG-IPA CBC PROGRAMME “GREECE – ALBANIA 2021 – 2027”

TERMS OF REFERENCE

Call for the selection of 1 (one) Head of First Level Control Office, located in Tirana

State Agency for Strategic Programming and Aid Coordination (SASPAC) issues a public call for expression of interest, in order to proceed with the recruitment for the positions of 1 Head of First Level Control Office in the Office of First Level Control (FLC) of the Interreg IPA CBC Programme “Greece - Albania 2021 - 2027”.

First Level Control Office is in charge of the verifications of expenditures made by Albanian beneficiaries. A centralized first level control system is in place.

This post is based in Tirana and is directly supervised by SASPAC. All interested candidates are requested to submit their application for this position. The successful applicant will be employed by the State Agency for Strategic Programming and Aid Coordination.

The Head of the First Level Control Office will work in close coordination with the SASPAC/MA/JS in the execution of the following tasks:

- Verifies the legality and regularity of activities and of the expenditure declared by each of the Albanian beneficiaries implementing the operations carried out in the Albanian territory as well as their compliance with EU and National rules, based on the Framework Agreement, the applicable Programme documents, the Subsidy Contract, the Partnership Agreement and the Application Form, through:
- Verification of the certificates prepared and issued by the first level controllers under his/her supervision, in accordance with the documents of all projects for which the beneficiaries have prepared/submitted progress reports, and in accordance with the following principles:
 - a) principle of effectiveness according to which it is necessary to verify that the expenditure is actually incurred and is linked to the operation co-financed; Verification of the reporting of activities during the implementing stage of the project for the part of the Albanian beneficiary partners, based on the Subsidy Contract, Partnership Agreement and the Application Form;
 - b) principle of legitimacy, according to which it is necessary to verify that the expenditure complies with the Community and National rules; Verification of financial reports, the compliance of expenses required to be reimbursed with the budget articles of the application form; Verification of financial documents (legitimacy of expenses, the payments and their compliance with community and domestic regulations); Verification of the reported activities if they're in compliance

- with the domestic and community rules; verification of regulations of public procurement for all operations and the fulfillment of requirements for the program publicity;
- c) principle of localization of the operation co-financed, according to which it is necessary to verify that the expenditure incurred is related to the operation made in the eligibility area of the Program; on spot verifications at the head office/branch of the activities of the beneficiary partners in Albania, in case this is necessary;
- d) principle of documented evidence: requires that expenditure has been documented with receipt invoices or accounting records of equivalent legal validity:
- Assists the Programme Structures such as: National Authority (NA), Managing Authority (MA), Joint Secretariat (JS), Joint Monitoring Committee (JMC), Certifying Authority (CA), Audit Authority (AA) or other structures with respect to the functioning of Programme implementation within the framework of the competences of the FLC Office.
 - Assists the National Authority or other Programme structures in providing training sessions for potential beneficiaries/leading partners in the Albanian territory, in compliance with the plan approved by the Programme structures.
 - Provides the National Authority with reports, statistics and information on the work of the FLC Office and the implementation of the Programme when requested.
 - Cooperates with Audit Authority, Group of Auditors and other Control and Audit entities, be they national or from the European Union, in their control and audit activities and provides them with all required documents.
 - Supervises the work of the First Level Controllers working in the FLC Office; plans and updates regularly the work load and the annual plan for on-the-spot verifications in accordance with the sampling methodology established by the Programme, in line with approval of projects in Programme calls.
 - Supervises the implementation of quality assurance procedures of the Programme and reports to the Programme authorities on this.
 - Ensures that all work processes and procedures are carried out in line with established Programme rules and SASPAC work practices for the public administration.
 - Applies confidentiality and impartiality principles, as well as strictly avoiding any conflict of interest, in particular being in no way entitled to accept any other assignments by beneficiaries or potential beneficiaries of the Programme, which are incompatible with the current position.

Required Qualifications:

- University Degree in the disciplines of finance, law, social sciences or other related fields;
- At least 5 years of working experience in management and/or control of projects/programmes financed by EU Funds or other donors;
- Knowledge of relevant EU regulations, programme rules and national laws and regulations in place;
- Good knowledge of public procurement procedures (national and PRAG rules);

- Fluency in English language written and spoken (Candidates will be asked to go through a written examination)
- A clean criminal record, as well as no disciplinary record, connected to failures in fulfilling accountancy or financial management tasks.
- Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems, translated in English).

Additional qualifications to be considered as assets:

- Post graduate studies in any field of relevance to the mentioned tasks;
- Experience in management or technical support of Interreg Programmes;
- Good knowledge of European legal framework for the management and implementation of Programmes co-financed by Structural Funds;
- 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.

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;
- 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.

Administrative Elements

Contesters/participants should have:

- Good Knowledge of the Interreg IPA CBC Greece-Albania Programme <https://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 candidates, who gains more than 70 points in total, will be selected.