

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

TERMS OF REFERENCE

Call for the selection of 1 (one) Financial Officer for Technical Assistance Project, 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 Financial Officer for Technical Assistance Project for the management of the technical assistance project of the Interreg IPA CBC Programme “Greece - Albania 2021 - 2027”.

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 Financial Officer for Technical Assistance Project will work in close coordination with SASPAC in the execution of the following tasks:

- Execution and coordination of the financial transactions for the implementation of the Programme in Albania;
- Drafting of periodic Progress Reports, submitted to the First Level Controllers and Certifying Authority of the Programme in order to reimburse the expenditures;
- Preparation of the annual budget and planning of three or six-monthly expenditures;
- Arrangement of insurances and taxes/obligations to the state for employees involved in the project and other stakeholders interacting with the project;
- Making of the necessary controls to ensure the accuracy and integrity of financial information generated;
- Arrangement and coordination of bank accounts;
- Verification of invoices from suppliers and service providers;
- Entering and registering the expenditures and financial data in the required database for the project;
- Verification of the working hours for the staff engaged in the project;
- Calculation and processing of salaries for the staff engaged in the project and other required expenditures;
- Preparation of the financial report and list of expenditures according to the requirements and rules of the Managing Authority;
- Organisation of tendering procedures according to requirements of PRAG;

- Drafting and submits for approval and monitors the sub-contracting according to the EU/PRAG procedures;
- Prepares the practices of relevant official letters for each expenditure in the frame of the programme, including the practice for the use of coo financing quote (15% for each expenditure);
- Reports periodically to the responsible staff of the State Agency for Strategic Programming and Assistance Coordination in charge of the Programme implementation.
- Takes the responsibility for any other issue related to the Technical Assistance of the Greece-Albania programme, deriving from the implementation of the Financing and Partnership Agreement.

Required Qualifications:

- University Degree in the disciplines of finance, law, social sciences or other related fields;
- At least 3 years of working experience in management 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)
- 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;
- 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.