

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

### **TERMS OF REFERENCE**

#### **Call for the selection of 3 (three) full-time First Level Control Officers, 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 3 First Level Control Officers 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 applicants will be employed by the State Agency for Strategic Programming and Aid Coordination.

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

- Verifying the legitimacy and regularity of activities and of the expenditure declared by each of the Albanian beneficiaries implementing the operations carried out on the Albanian territory as well as their compliance with the Community and National rules;
- Activities for verifying the documents of all the operations (100%) for which the beneficiaries have prepared their progress report, in order to verify the expenditure admissibility according to 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;
- Preparing and issuing the Certificate of Verified Expenditures - CVE after verifying the legitimacy of the progressive report/s sent by every Albanian beneficiary partner of the program within a maximum period of 3 months of the submission of the documents by the beneficiary concerned;
  - To report every case of irregularity or legal violation identified in compliance with the Regulation of the European Commission and also to report the set up procedures for all the irregularities identified before and of the important changes that result from them. In compliance with article 27(2) of Regulation No. 1299/2013 (EC), a summary report must be sent to the Joint Secretariat (in Thessaloniki) which is responsible to notify the Managing Authority on the irregularities;
  - To follow and implement every official document prepared by Greece-Albania Programme and by the Contracting Authority based on the given tasks (legal community framework, manuals and regulations, orders, guidelines, etc.);
  - To provide advisory assistance for all Albanian beneficiaries during the whole implementation period of the projects;
  - Assist the Contracting Authority to offer training sessions for all potential beneficiaries/leading partners in the Albanian territory, in compliance with the preliminary plan approved by the Contracting Authority;
  - Assist the Contracting Authority to prepare reports, statistics and information on the progress of the project and the implementation of the Programme when requested;
  - Cooperates with Audit Authority and other Control and Audit entities, national or European, anytime they should need relevant documents at their disposal.

**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 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 applicants 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.