

INTERREG IPA SOUTH ADRIATIC PROGRAMME 2021-2027

TERMS OF REFERENCE

Call for the selection of 1 (one) Financial Officer, located in Tirana

Introduction:

The Interreg IPA South Adriatic Programme 2021-2027 is co-funded by the European Union through the Instrument for Pre-Accession (IPA III). 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.

SASPAC is also the beneficiary of the Technical Assistance Project in the framework of IPA South Adriatic Programme. The aim of this project is to support the Operating Structure within the agency in the implementation of the programme. The main functions of the Financial Officer are to ensure a sound financial and budgetary management of the Project.

The Financial Officer shall perform the following main tasks:

- execution and coordination of the financial transactions for the implementation of the TA project;
- monitor the Project Budget, the state of progress of payment claims and related financial issues in general;
- assist in the preparation of reports and payment requests for reimbursement and ensure the internal quality control of payments and accountings referred to TA expenses;
- collaborates with National Authority, Managing Authority and Joint Secretariat staff in all operational steps relating financial procedures;

- cooperate with other Programme bodies for the smoothest implementation of the project;
- provide inputs to the annual reporting and other specific financial issues that may arise during the Programme lifetime;
- support National Authority Structures on administrative matters and procurement;
- arrangement of insurances and taxes/obligations to the state for employees involved in the project and other stakeholders interacting with the project;
- other tasks within the framework of Programme activities as required by the National Authority Structure.

Required Qualifications

1. University Degree in Economic/Finance, preferably a Master's Degree;
2. At least 3 years of professional experience in finance, procurement and administration functions;
3. Experience in the financial and administrative management of donor funded development projects, particularly EU funded projects.
4. Knowledge of relevant EU regulations, Programme rules and national laws and regulations in place;
5. Good knowledge of public procurement procedures (national and PRAG rules);
6. Advanced level of English language, both spoken and written (at least C1); able to prepare documents in standard English and communicate effectively with relevant authorities, when needed;
7. A clean criminal record, as well as no disciplinary record, connected to failures in fulfilling accountancy or financial management tasks.

Specific professional experience

1. Experience in preparation of financial reports;
2. Experience in procurement of goods and services;
3. Strong analytical skills with high attention to detail and accuracy;
4. Good writing, facilitation and communication skills;
5. Able to propose solutions for transnational administrative procedures related to financial management, including legal settings, audit and control requirements;
6. Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
7. Very good communication skills, creative and problem-solving oriented.

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

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

- a. Good Knowledge of the Interreg IPA South Adriatic Programme:
<https://www.italy-albania-montenegro.eu/programme/south-adriatic-2021-27>
- b. Good Knowledge of PRAG Rules:
<https://wikis.ec.europa.eu/spaces/ExactExternalWiki/pages/152798604/ePRAG>
- c. Good knowledge of the Albanian Labor Code:
https://qbz.gov.al/share/Ldpfd2e9SoihoV7O9_yQIQ

2. *Evaluation.*

- 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. Written testing: up to 60 points.
 - b3. Oral testing: up to 25 points.

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