

**Public vacancy notice****European Territorial Cooperation Programme Interreg VI-A Greece - Italy 2021/2027****Vacancy position: n. 1 Joint Secretariat (JS)Coordinator**

Puglia Region (PR), in agreement with the Managing Authority (MA), shall set up the core of the Joint Secretariat (JS) of the Cooperation Programme Interreg VI-A Greece-Italy 2021/2027, adopted with the implementing decision C (2022) 6578 del 08/09/2022, under its responsibility and the MA.

The JS shall be hosted by Puglia Region and will be located in Bari.

The JS will be composed of a professional and effective, educated and experienced international staff covering the thematic, managerial and financial competences related to the Programme management and implementation.

The Puglia Region, having verified the impossibility of providing through the exclusive use of the human resources available within the regional Administration with internal mobility notice no. N. 1/024/RC of 11/01/2024, for which no candidature was received, announces a public selection notice, based on the evaluation titles and interview, pursuant to art. 7, paragraph 6, of Legislative Decree no. 165/2001 and subsequent amendments, and in compliance with the provisions of Regional Regulation no. 11 of 30<sup>th</sup> June 2009, applicable for the parts not incompatible with the supervening national legislation, for the assignment of a self-employed work contract relating to the following professional profile:

**n.1 unit – Coordinator of the Joint Secretariat;**

The selection will be carried out through a comparison of the candidates' CVs and a technical and behavioral interview in order to verify the possession of the skills necessary to carry out the activities envisaged for the aforementioned position.

The cost of the contracts will be covered by the resources allocated to the technical assistance of the Programme.

Puglia Region guarantees equality and equal opportunities between men and women for access to work and treatment at work, in compliance with the provisions of article 57 of the national Legislative Decree no. 30 March 2001. 165 and subsequent amendments.

**Background**

The Cooperation Programme Interreg VI-A Greece-Italy 2021/2027 is co-funded by the European Regional Development Fund (ERDF) and national funds by the two participating countries, and has a total budget of 106.110.571,00 EUR.

The overall objective is to respond to the common challenges jointly identified in border regions and to exploit the still under-tapped growth potential in border areas, as highlighted by the Commission communication of 20 September 2017 entitled 'Strengthening growth and cohesion in border regions of the EU' ('Communication on border regions'). Emphasis will be placed on developing the foundations for a dynamic economy that fosters smart, sustainable and inclusive growth, with the aim of improving the quality of life for those living in the region especially in times of economic crisis such as the current ones.

The Programme supports project interventions under the following priority axes, thematic objectives and specific objectives:

PRIORITY	Specific Objectives	
1. Enhanced cooperation for a more competitive and smarter GR-IT area	1.1	Developing and enhancing research and innovation capacities and the uptake of advanced technologies in the GR-IT area
	1.2	Reaping the benefits of digitalisation for citizens, companies and governments
	1.3	Enhancing growth and competitiveness of SMEs and job creation in SMEs
2. Enhanced cooperation for a greener and low carbon GR-IT area	2.4	Promoting climate change adaptation and disaster risk prevention and resilience, taking into account eco-system-based approaches
	2.6	Promoting the transition to a circular and resource efficient economy
	2.7	Enhancing protection and preservation of nature, biodiversity and green infrastructure, including urban areas, and reducing all forms of pollution
3. Enhanced cooperation for a more social and inclusive GR-IT area	4.2	Improving equal access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and online education and training
	4.5	Ensuring equal access to health care and fostering resilience of health systems, including primary care and promoting the transition from institutional to family- and community-based care
	4.6	Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation

The Programme eligible areas are:

- Italy: Provinces of Foggia, Bari, Brindisi, Lecce, Barletta- Andria-Trani (BAT), Taranto, Matera, Catanzaro, Cosenza, Crotona and Reggio Calabria
- Greece: Regions of Epirus, Ionian Islands, Western Greece.

#### **Art.1 – Professional profile**

The professional profile searched is n. 1 “Joint Secretariat Coordinator”.

For role and functions of the core JS and the specific main tasks of the Coordinator, please refer to “Annex 1” of this Public Vacancy Notice.

## **Art.2 – Admissibility and evaluation criteria**

For the admissibility and evaluation criteria, please refer to “Annex 1”.

Please note that, at any stage of the selection procedure, applicants may be required to provide supporting documents referred to what self-declared in the “Annex 2” of this Public vacancy notice and in the enclosed CV.

## **Art. 3 - Contract typology, duration and economic treatment**

Puglia Region will sign, at the end of the selection procedure, a self-employed work contract with the applicant selected, in compliance with the Italian national law (art. 7, point 6 of the Legislative Decree n. 165/2001).

The duration of the contract is from the signature date to 31/12/2029; an English translation may be annexed if necessary. Any extension of the contract may be arranged exceptionally, for the sole purpose of completing the project and for delays not depending on the collaborator, without any extra amount of the salary.

The annual amount of the contract will be euro 66.000,00, not including the VAT and the mandatory contribution of the social security (4%).

The remuneration will be paid on monthly basis upon transmission of a report of activities, along with the invoice, to be validated by the Director of the “Interreg Management Structure” Project Structure. Following the validation of the report, Puglia Region will proceed to the payment.

## **Art. 4 - Workplace**

The workplace is in Bari (Italy, Puglia Region). The specific premises will be communicated at the contract signature stage. This work position requires frequent travels inside and outside the Programme area.

## **Art. 5 – Treatment of travels outside the workplace**

Travels in Italy and abroad must be authorized in advance by the Director of the Interreg Management Project Structure. The travels will be organized by the expert under its own responsibility and expenses; the costs incurred will be reimbursed within the limits established by the internal regulation of Puglia Region and the reimbursements, which will be detailed and requested as part of the aforementioned monthly report, are to be considered separately from the annual remuneration referred to above.

## **Art. 6 - Submission of the application dossier**

The application dossier must include:

- The Application form, written in English language, duly filled, dated and signed (See “Annex 2”).
- A Curriculum Vitae in Europass format written in English language, duly signed and dated (*Please include the Declaration of awareness of legal consequences in case of false declarations on the basis of Italian Law, D.P.R. 445/2000<sup>1</sup>, along with the privacy clause - ex Italian Legislative Decree n.196/2003 and the authorization to process personal data<sup>2</sup> ) with specific references to exact dates of the professional experience, employers, position and role description.*

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<sup>1</sup> I declare - under my responsibility on the basis of Italian D.P.R. legislation. 445/2000, and aware of the legal consequences in case of false declarations - that what is written corresponds to reality;

<sup>2</sup> I authorize the processing of my personal data pursuant to the art. 13 of the Legislative Decree no. 196 of 06.30.2003, as amended by Legislative Decree no. 101 of 10 August 2018, and art. 13 of the G.D.P.R. – EU Regulation 2016/679, for the purposes of personnel research and selection.

- Copy of a valid identification document (e.g. Passport/ID card).

The signature on the application form (Annex 2) is equivalent to the complete acceptance of the provisions contained in this public notice and relevant annexes. The not signed curriculum vitae will not be assessed.

**All documents must be written in English language otherwise the candidate will be excluded.**

The **application dossier** may be submitted in hard paper version (hand delivery, registered mail or courier) or electronically (exclusively certified mail – PEC).

In case of hard paper version submission, the application dossier must be sent, in a sealed envelope, to the following address:

**Dipartimento Sviluppo Economico  
Struttura di Progetto “Interreg Management Structure”  
Corso Sonnino 177 – CAP 70121  
Bari, Italy**

The envelope of the application dossier shall clearly indicate **“Cooperation Programme Interreg VI-A Greece-Italy 2021/2027 - Public vacancy notice - Selection Procedure for JS Coordinator – Applicant’s Surname and name”**.

In case of electronic submission via certified mail (PEC), the application dossier must be sent to the following certified mail address:

[interregmanagementstructure@pec.rupar.puglia.it](mailto:interregmanagementstructure@pec.rupar.puglia.it)

More specifically, the documents submitted electronically shall be only in PDF format and shall be named as follows:

- *Surname and name* – application form
- *Surname and name* – identification document
- *Surname and name* - CV

The subject line of the certified mail shall read: **“Cooperation Programme Interreg VI-A Greece-Italy 2021/2027 - Public vacancy notice - Selection Procedure for JS Coordinator – Applicant’s Surname and name”**.

**The applications, in accordance with the provisions of art. 5, paragraph 2 of Regional Regulation no. 11 of 30<sup>th</sup> June 2009, must be received no later than 15 days from the publication of this Notice in the Official Bulletin of the Puglia Region.**

If the deadline falls on a public holiday (Sunday or other annual holidays), the deadline is extended to the next working day.

In case of the submission of the application dossier in paper format, a stamp by Puglia Region upon receipt will certify the date and time of arrival.

In case of electronic submission of the application dossier via the certified email address (PEC), the sender will receive a confirmation of receipt message certifying the exact date and time of delivery.

**In any case, applications received after the above deadline or through procedures other than those indicated, even for reasons beyond the control of the candidate, will not be admitted.**

Puglia Region does not assume any responsibility for any failure to in receiving communications due to:

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- an inaccurate address provided by the candidate;
- failure or delay in communicating changes to the address indicated in the application by the candidate;
- any errors or delays by telematic services, by third parties, by chance or due to force majeure.

### Art. 7 – Evaluation process

The selection procedure shall be organized as follows:

1. **Admissibility requirements:** on/off eligibility admission; verification of admissibility requirements (see “Annex 1” of this Public vacancy notice): only applicants fulfilling the admissibility requirements will be admitted to the following evaluation steps (the results of the verification of the admissibility requirements will be published in the "Amministrazione Trasparente/Bandi di concorso", section “Avvisi di selezione pubblica” of the official website of Puglia Region [www.regione.puglia.it](http://www.regione.puglia.it) );
2. **Additional qualification:** working experience evaluation based on CV (50/100 score);
3. **Professional qualification:** to evaluate during interview (30/100 score);
4. **Language and computer skills:** to evaluate during interview (20/100 score).

The applications will be preliminarily evaluated by the Responsible for the Procedure with the support of two public officers of the "Interreg Management Structure" Project Structure, in order to verify the possession of the admissibility requirements.

The evaluation of CVs and the interview will be done by an Evaluation Committee, appointed pursuant to art. 6, paragraph 5 of the Regional Regulation no. 11/2009 and it will be composed in accordance with the provisions of the art. 6 paragraph 4 of the Regional Regulation no. 11/2009. The Evaluation Committee will also include the Managing Authority or its delegate and it will also be able to meet online.

The list of the admitted candidates as well the date and time of the technical and behavioral interview will be published in the "Amministrazione Trasparente/Bandi di concorso", section “Avvisi di selezione pubblica” of the official website of Puglia Region [www.regione.puglia.it](http://www.regione.puglia.it).

The final score (maximum 100 points), reported in a final ranking list, will be published in the "Amministrazione Trasparente/Bandi di concorso", section “Avvisi di selezione pubblica” of the official website of Puglia Region [www.regione.puglia.it](http://www.regione.puglia.it)

The selected candidate will be asked to confirm in writing his acceptance of the position within 5 calendar days of the request sent by the Puglia Region.

### Art. 8 – Evaluation of titles and experiences on the basis of the curriculum vitae

The evaluation of titles and professional experiences relating to JS Coordinator profile will be done on the basis of the self-declaration (Annex 2 form) and on the basis of the Curriculum Vitae.

**A maximum score of 50 points** will be assigned for the evaluation of titles and professional experiences as follows:

POST GRADUATE DEGREE OR DIPLOMA	MAXIMUM SCORE
n. 4 points for each University degree in any field of relevance to the Programme topics, officially recognized by a public sector institution/ organization/authority of the applicant’s country of citizenship, further than those requested for the admissibility.	10
n. 4 points for PhD in any field of relevance to the Programme topics officially	

recognized by a public sector institution/ organization/authority of the applicant's country of citizenship n. 2 points for master/high specialization school in any field of relevance to the Programme topics officially recognized by a public sector institution/ organization/authority of the applicant's country of citizenship	
n. 4 points for qualification or registration to a professional register or registration to a register for auditors in any field of relevance to the Programme topics	4
n. 2 points for each scientific publication in any field of relevance to the Programme topics.	6
<b><i>SUBTOTAL</i></b>	<b><i>20 points</i></b>
<b>PROFESSIONAL EXPERIENCE</b>	<b>MAXIMUM SCORE</b>
Professional experience in management and technical support to international programmes and projects funded by EU, national and regional funds, further than (5) five years requested for the admissibility  no experience: n. 0 points more than 0 year and up to 1 year: 3,5 points more than 1 year and up to 2 years: 7 points more than 2 years and up to 3 years: 10,5 points more than 3 years and up to 4 years: 14 points more than 4 years and up to 5 years: 17,5 points more than 5 years: 21 points	21
Team leading experience, further than (3) three years requested for the admissibility  no experience: n. 0 points more than 0 year and up 1 year: 1,25 points more than 1 year and up to 2 years: 2,50 points more than 2 years and up to 3 years: 3,75 points more than 3 years: 5 points	5
Knowledge of Italian language	2
Knowledge of Greek language	2
<b><i>SUBTOTAL</i></b>	<b><i>30 points</i></b>
<b>TOTAL</b>	<b>50 points</b>

Please note that the periods of overlapping between more than one professional position are counted only once for the section relating to “Professional experience in management and technical support to international programmes and projects funded by EU, national and regional funds”.

Qualifications that cannot be inferred or not declared nor the application form and, in the CV, or they are indicated as incompletely or not provided according to the Annex 2 form will not be evaluated.

#### **Art. 9 – Admission to technical and behavioural interview**

At the end of the evaluation of titles and professional experience, the Evaluation Committee will formulate the ranking list of candidates admitted to the technical and behavioural interview.

The Evaluation Committee will communicate, 7 days before, the place, date and methods of the interview.

The technical and behavioural interview, which is awarded a maximum score of 50 points, has the aim of verifying the technical knowledge, professional qualifications and personal skills on the topics listed in the Annex 1. The interview will be held in English language.

The candidate who does not show up for the interview in the appointed day, without justification reason, is considered to have withdrawn and he/she is excluded from the aforementioned procedure.

Once the procedure is concluded, the Evaluation Committee will send the minutes and a proposal of ranking list to the Responsible for the Procedure. The Director of the “Interreg Management Structure” will approve by its own act the minutes and will formulate the final ranking list on the basis of the proposal formulated by the Evaluation Committee. The final ranking list will be published on the "Amministrazione Trasparente/Bandi di concorso", section “Avvisi di selezione pubblica” of the official website of Puglia Region [www.regione.puglia.it](http://www.regione.puglia.it).

#### **Art. 10 - Publicity**

This public vacancy notice is published in the Puglia Region’s Official Bulletin, on the official website of Puglia Region [www.regione.puglia.it](http://www.regione.puglia.it), and on the Programme’s official website [www.greece-italy.eu](http://www.greece-italy.eu) and the official website of the Managing Authority [www.interreg.gr](http://www.interreg.gr).

#### **Art. 11 – Juridical reference**

With reference to what not explicitly detailed within this Public vacancy notice, please refer to the Italian Law.

#### **Art. 12 – Processing of personal data**

Pursuant to Legislative Decree no. 196/2003 and EU Regulation 2016/679, the personal data provided by the subjects participating in the selection will be used by the Puglia Region for the purposes referred to in this comparative procedure and also processed after the selection for the management of any contractual relationship to be established with the Region.

The data collected and processed may be communicated by the Puglia Region only to the subjects for whom knowledge is necessary in relation to this selective procedure and to all the bodies and authorities who are required to know them by law.

The provision of such data is mandatory for the purposes of verifying possession of the required requirements, under penalty of exclusion from the selection.

Pursuant to art. 13 of the aforementioned Regulation (EU) 2016/679, it is specified that:

- the data controller is Puglia Region, Lungomare N. Sauro, 33 70100 - Bari;
- the Data Protection Officer is Dr. Rossella Caccavo, Director of the Institutional and Legal Affairs Section;
- the purposes and methods of processing (mainly IT and telematic) for which the collected data are intended are inherent to the task referred to in these specifications;
- the data subject has the rights referred to in the articles. 15-22 of EU Regulation 2016/679, including that of asking the aforementioned data controller for access to personal data concerning him and the related rectification. To exercise the rights, the interested party can contact the DPO at the addresses indicated above;
- the data will be processed exclusively by the staff and collaborators of the Budget, General Affairs and Infrastructure Department involved in the procedure, or by the subjects expressly appointed as data controllers. Furthermore, personal data may be communicated to other public and/or private entities solely by virtue of a provision of law, regulation or specific memoranda of understanding approved by the Privacy Guarantor;
- the data retention period is directly related to the duration of the assignment and the fulfillment of all legal obligations, including subsequent ones. Upon termination of the assignment, the data will be stored in accordance with the rules on the conservation of administrative documentation;

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- the interested party, if he believes that the processing of his personal data is in violation of the provisions of EU Regulation 2016/679, has the right to lodge a complaint with the Privacy Guarantor, as provided for by art. 77 of the Regulation itself, or to take action in the appropriate judicial offices (art. 79 of EU Regulation 2016/679).

**Art. 11 – Responsible for the procedure**

The Responsible for the Procedure is Mrs. Angela Cistulli, Director ad interim of the Project Structure “Interreg Management Structure” (for any information: e-mail: [a.cistulli@regione.puglia.it](mailto:a.cistulli@regione.puglia.it); tel. +39 080 5407764)



**ANNEX 1****European Territorial Cooperation Programme Interreg VI-A Greece - Italy 2021/2027****Vacancy Position: n. 1 Joint Secretariat (JS) Coordinator****ROLE AND MAIN TASKS**

- Organizes and coordinates the activities of the core JS, the branch office in Thessaloniki and the Antenna Officer in Corfu regarding project generation and development, ensuring a smooth implementation of activities and the correct liaising with the hosting organization;
- Sets up and revises, in collaboration with the MA, the objectives or working procedures of the JS for the improvement of the overall implementation of the Programme such as ensuring functions related to the monitoring system by providing templates for reporting, budget shifts, etc., setting up checklists and circuits to ensure that the JS responsibilities are fully respected and traceable;
- Supports the MA in the drafting of the content of the calls for project proposals and the relative Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries)
- Supervises the execution of tasks of the JS staff concerning: a) the support activities for the submission of project proposals; by providing clarifications to applicants regarding the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc).
- Supports the MA in the evaluation procedure of the project proposals based on the operations selection criteria and assessment methodology, approved by the Monitoring Committee.
- Assists the MA in the activities foreseen in the art. 35 Regulation (EU) No 1059/2021;
- Monitors the projects implementation by examining the fulfilment of the obligations of the partners, as described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme.
- Identifies the problems or the delays in the projects and proposes corrective actions, when it is required, for the prevention of diversions from the operational, timing and economic restrictions of the project and monitoring the application and the effectiveness of these actions;
- Participates in technical meetings with the project partners, for the resolution of problems of the project implementation;
- Provides reports and statistics on the financial progress of the Programme and the corresponding indicators to be submitted to the MA and Puglia region and - if necessary – proposes the appropriate corrective measures;
- Supports the MA in the preparation of administrative acts regarding financial and programming issues to be submitted to the Monitoring Committee and to the European Commission;
- Assists the MA in meetings and other bodies in order to find appropriate solutions to improve the management and control system;
- Assists the MA in informing the final beneficiaries of any decisions taken by the Monitoring Committee;
- Provides support to the MA in the implementation of information, communication and promotion activities addressed to beneficiaries and stakeholders of the Programme;

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- Cooperates with the Antenna and Info Contact Points in capturing good results and capitalisation examples;
- Supports the MA in the evaluation and capitalization of the Programme results and impacts at national level through the analysis of the awarded project proposals by comparing them with the activities funded by other national and European programmes that operate in the area as well as by identifying projects' best practices;
- Supervises the JS Staff to plan the contents and prepare the materials related to the training sessions, events and seminars to be realized with the Programme's beneficiaries;
- Representing the JS at meeting and events with the management bodies of the Programme, including facilitation and moderation of seminars/workshops, chairing larger sessions, making presentations, in coordination with stakeholders of the Programme as well as for Lead partners and Project beneficiaries. partners
- Supporting the MA in performing on-the-spot visits of operations;

In order to participate to the selection procedure, the applicant must comply with what foreseen in the "Art. 6 – Submission of the application dossier" of the public vacancy notice.

The overall evaluation procedure of the core JS will be based on the following elements:

1. **Admissibility requirements:** on/off eligibility admission;
2. **Additional qualification:** working experience evaluation based on CV (50/100 score);
3. **Professional qualification:** to evaluate during interview (30/100 score);
4. **Language and computer skills:** to evaluate during interview (20/100 score).

### Admissibility requirements

In order to be eligible for the specific selection procedure, the applicant needs to fulfill a set of the following admissibility requirements:

- Valid and Recognized University Degree (Bachelor's Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and relevant topics related to administration and management, as accepted by the public sector of the applicant's country of citizenship;
- Professional experience of at least eight (8) years in management of EU Programmes out of which: at least five (5) years of experience in cooperation programmes as member of Managing Authority and/or member of Joint Secretariat;
- at least three (3) years of experience in team leading;
- Excellent knowledge of English Language.

The candidate has to submit a self-declaration that he/she possesses the above-mentioned requirements.

### EVALUATION OF TITLES AND EXPERIENCES ON THE BASIS OF THE CURRICULUM VITAE

- Candidates who fulfill the required qualifications as defined by the call for expression of interest pass to the technical and behavioral interview. Candidates who do not fulfill the required qualifications are rejected;
- Candidates who pass to the technical and behavioral interview will be required to sit for a computer test prior to the interview;
- Knowledge of the English language will be assessed by an oral examination procedure;
- Knowledge of Italian or Greek will be assessed during the interview by the Joint Recruitment Committee;

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- When counting years of professional experience in management and technical support to international programmes and projects funded by EU, national and regional funds. periods of possible overlapping between more than one professional positions are counted only once

**Additional Qualifications**

- Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation/ authority of the applicant's country of citizenship;
- Professional experience in management and technical support to international programmes and projects funded by EU, national and regional funds;
- Good knowledge in Greek and/or Italian language would be an asset;

**Technical and behavioral interview****Language and Computer skills:**

- Excellent knowledge in English language to be proved by interview;
- Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) – Prerequisite to seat for a computer test prior to the interview.

**Professional qualification**

- European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;
- EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2021-2027 programming period;
- European Macro-regional Strategies, with a specific focus on EUSAIR;
- Fundamentals of Public Procurement rules and procedures;
- Management and Control system of ETC Programmes;
- Cooperation Programmes and projects fundamental communication requirements;
- Working experience in an international and multicultural environment.

**Personal skills:**

- Team leading and problem-solving attitude;
- Capacity to managing office procedures so as to ensure effective delivery of services;
- Determination to take personal responsibility for delivery of high-quality results to tight deadlines;
- Negotiating and communication skills;
- Excellent writing, presentation and analytical skills;
- Willingness to travel frequently.

## ANNEX 2

## European Territorial Cooperation Programme INTERREG VI–A Greece – Italy 2021/2027

## Vacancy Position: n. 1 Joint Secretariat (JS) Coordinator

Annex 2. Application Form Template

Regione Puglia  
Dipartimento Sviluppo Economico  
Struttura di Progetto “Interreg Management Structure”  
Corso Sonnino 177 - 70121  
BARI (ITALY)  
PEC: [interregmanagementstructure@pec.rupar.puglia.it](mailto:interregmanagementstructure@pec.rupar.puglia.it)

I, the undersigned (*name and surname*) \_\_\_\_\_, born in (*Town, Country*) \_\_\_\_\_,  
date (*dd/mm/yyyy*) \_\_\_\_\_, address \_\_\_\_\_ ZIP \_\_\_\_\_ Code  
\_\_\_\_\_ Town \_\_\_\_\_, Country \_\_\_\_\_, Mob. \_\_\_\_\_, E-mail \_\_\_\_\_  
\_\_\_\_\_ Certified mail (PEC) \_\_\_\_\_

ask

to be admitted to the selection procedure for the position of **Joint Secretariat Coordinator of the European Territorial Cooperation Programme (Interreg VI-A) Greece – Italy 2021-2027”**.

## I also require

to send all communications concerning the above-mentioned selection procedure to the following address (*only if different from the previous one*):

Address \_\_\_\_\_ ZIP Code \_\_\_\_\_ Town \_\_\_\_\_  
E-mail \_\_\_\_\_ PEC \_\_\_\_\_

On the basis of Italian Law, D.P.R. 445/2000, and aware of the legal consequences in case of false declarations,

## I declare that

- I am a/an \_\_\_\_\_ citizen (*nationality*);
- I have full citizenship rights;
- I not had criminal convictions and I not be the recipient of prevention or safety measures or of civil decisions or administrative measures registered in the criminal record;
- To be aware of not being subjected to criminal proceedings;
- I am not in any other case of negotiating with the public administration in accordance with the law and that I not having received any penalty or precautionary measures that prevent me from contracting with the public administration;
- I have fulfilled all obligations imposed by the applicable laws concerning military/civil service (if

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- applicable);
- I am not in a situation of incompatibility or in conflict of interest with Puglia Region, other Programme National referent institutions and with the European Territorial Cooperation Programme (INTERREG V - A) Greece – Italy 2021/2027;
  - To undertake for the entire duration of the contract not to take on tasks in conflict of interest with the activities of Puglia Region;
  - The Curriculum Vitae attached is true and correct, it is duly dated and signed, and it is in the Europass format, including specific reference to the exact day, month and year of beginning and end of each single working experience, and it is exclusively written in English language;
  - I am available to travel abroad;
  - I have a valid and recognized (note: “recognized” is needed only for non-European Union countries) University Degree in \_\_\_\_\_, obtained in year \_\_\_\_ at the University of \_\_\_\_\_ (specify Country);
  - I have at least 8 years of working experience in management of EU Programmes out of which at least five (5) years of experience in cooperation programmes as member of Managing Authority and/or member of Joint Secretariat;
  - I have at least 3 years of experience in team leading;
  - I have an excellent knowledge of the English language;
  - I have a good knowledge of Italian and/or Greek language.

For applicants from not EU member states:

- I have a valid residence permit (already available at the application stage, and still valid at the contract signature stage).

Attachments for all applicants:

- 1) Copy of a valid Passport / ID card;
- 2) Curriculum Vitae in Europass format written in English language, duly signed and dated (*Please include the Declaration of awareness of legal consequences in case of false declarations on the basis of Italian Law, D.P.R. 445/2000<sup>3</sup>, along with the privacy clause -ex Italian Legislative Decree n.196/2003 - and the authorization to process personal data<sup>4</sup>*) with specific references to exact dates of the professional experience, employers, position and role description.

In faith, (*Place and date*) \_\_\_\_\_

*Signature (original signature in extended version)*

\_\_\_\_\_

<sup>3</sup> I declare - under my responsibility on the basis of Italian D.P.R. legislation. 445/2000, and aware of the legal consequences in case of false declarations - that what is written corresponds to reality;

<sup>4</sup> I authorize the processing of my personal data pursuant to the art. 13 of the Legislative Decree no. 196 of 06.30.2003, as amended by Legislative Decree no. 101 of 10 August 2018, and art. 13 of the G.D.P.R. – EU Regulation 2016/679, for the purposes of personnel research and selection.