



Programme funded by the
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NA Support Expert

GENERAL BACKGROUND

The general objective of the Romania-Ukraine Joint Operational Programme is to enhance the economic development and to improve the quality of life of the people in the programme area through joint investments in education, economic development, culture, infrastructure and health while ensuring the safety and security of the citizens in two countries.

In order to achieve its goals in the programme, the NA Support Expert will assist in:

- provision of feedback and approval of the MA proposals for working plan, financial plan, use of TA, etc.;
- defining the criteria for selecting projects and providing guidance from the legal perspective for requirements and further evaluation and contracting
- supporting the MA in the preparation of the evaluation and selection procedure, including the contract template, ensuring the compliance with the national legislation specificities for their country.
- approval and/or proposal of revisions of the programme that may result in more effective implementation of the programme.
- examining the MA reports and taking appropriate measures at the national level when needed
- examining any contentious cases brought to its attention by the MA, providing information on national issues and specificities, where relevant, deciding on the contentious cases if so requested by the MA;
- examining and approval of the annual reports
- examining and approval of the annual monitoring and evaluation plans
- examining and approval of the annual information and communication plans,
- cooperating with organizations, institutions and networks relevant to the objectives of the Programme.

In order to have a broader view of the programme please check out the programming document on one of these websites:

<http://ro-ua.net>, <http://www.brctsuceava.ro>

NA Support Expert

The **NA Support Expert** will be responsible for providing assistance to NA in registering of the selected projects and monitoring of grant contracts assigned (for standard projects and/or Large Infrastructure Projects), supports the implementation of the program and contributes to the smooth execution of NA responsibilities in accordance to the contractual procedures, European and national specific legislation, provisions of the Framework Agreement, MA instructions and JMC decisions, incident rules and regulations.

► **Tasks**

- ✓ Contributes to the elaboration/implementation of NA annual action and monitoring plans, including the implementation of actions of NA. Contributes to drawing up the annual reports/final report on programme implementation.
- ✓ Provides to NA and superiors any dates (technical, financial, statistic), forecasts, analyzes, reports, information and/or materials required in connection with contracting/implementation of projects, is responsible for their accuracy and completeness.



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- ✓ Supports evaluation, audit, verification and control missions regarding the contracting/ implementation of the projects, provides information and documents, is responsible for strictly and timely implementation of recommendations from their specific sphere of activity.
- ✓ Assists in the monitoring of the Large Infrastructure Projects and ensures efficiency, quality and compliance with the specific procedure and JTS financing contracts. In this case, informs superiors of any matters affecting the activity, proposing remedial measures/correction. Thus, provides any information and/or materials in connection with progress.
- ✓ Assists in the registration of the projects assigned and ensures efficiency, quality and compliance with the specific procedure. Inform superiors of any matters which might affect their activity, propose remedial measures/correction. Provide any information and/or materials in connection with progress
- ✓ Is assisting for monitoring of grant contracts assigned, including the result-oriented monitoring and the ex-post monitoring, and ensures efficiency, quality and compliance with the specific procedure and financing contracts of JTS activity. Inform superiors of any matters affecting the work of the JTS, propose remedial measures/correction. Provide any information and/or materials in connection with progress. Provides support to NA throughout the monitoring visits, upon request
- ✓ Consults the grant beneficiaries, providing support and advice, is responsible for the quality and accuracy of the information provided, but also for delivering them promptly to the applicant
- ✓ Assists in providing documents, information, analyses for preparation of the 2020+ programming period, according to requests.

► **Profile/Employment criteria**

Mandatory criteria

- long-term studies and a university degree (communication and public relations, law, European studies, regional development, politics, public administration, technical, economics, others)
- at least 1 year experience in management of EU funded projects/ programmes
- fluent in spoken and written English
- experience in data acquisition
- good knowledge of MS Office (including Pivot Tables, macroses and programming in VBA)

It represents an advantage

- good knowledge of the programme area and programme requirements
- good knowledge of project management, capacity to propose solutions to increase efficiency during project implementation
- working experience within an international environment
- capacity to organize and prioritize daily tasks,
- creative and problem-solving oriented, interested in new working experiences
- good communication skills and good team worker
- willingness to travel and to work overtime if necessary

► **Terms of employment**

The position is based on a part-time contract under the Ukraine law. The position is linked with the programming period of the Joint Operational Programme Romania-Ukraine 2014-2020. The job starts in 2019 (according to Programme needs) and lasts until the end of 2023.

► **Application procedure**

The deadline for submitting the application folder is **August 15th 2019**, 16.00 hours Ukrainian time.

Interested applicants should submit (hvb@me.gov.ua):

- letter of intention (in English)
- CV in European format (in English)
- photocopies of the relevant university diplomas

Only the applications received by the closing date to this vacancy announcement will be eligible for consideration.

The selection will take place on **August 22th, 2019** at 10:00 hours, at the headquarters of Ministry of Economic Development and Trade of Ukraine, 12/2 Grushevskoho Street, r. 1013.



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The selection will have the following sections: CV analysis, English language test, computer operating skills test and interview. Only persons, that have passed CV analysis will be invited for next testing.

Bibliography:

1. Programming document for The Joint Operational Programme Romania-Ukraine 2014-2020 (annexes included)

- <http://ro-ua.net/en/joint-operational-programme.html>

2. Information related to the cross border cooperation and the activity of the Regional Office for Cross-border Cooperation Suceava

– <http://www.brct suceava.ro>.

3. [Regulation \(EU\) No.232/2014](#) of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument

4. [Commission Implementing Regulation \(EU\) No.897/2014](#) of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulation (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument

5. [Regulation \(EU\) No 236/2014](#) of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

6. Application Package for HARD projects

<http://ro-ua.net/ro/about-the-programme-ro/apeluri-de-proiecte/628-1st-call-for-proposals-hard-projects-2.html>

7. Application Package for SOFT projects

<http://ro-ua.net/ro/about-the-programme-ro/apeluri-de-proiecte/627-2nd-call-for-proposals-soft-projects-2.html>