

NOTICE N. 1/13 OF PUBLIC SELECTION, THROUGH COMPARATIVE PROCEDURE, FOR A PROFESSIONAL POSITION ABROAD AS SENIOR PROJECT ASSISTANT IN THE FRAMEWORK OF THE PROGRAMME “EUROSTART” IN THE TERRITORY OF VOJVODINA – (REPUBLIC OF SERBIA)

INFORMEST participates to the activities of the cross-border cooperation programme EUROSTART in support of the Autonomous Region Friuli Venezia Giulia and the Autonomous Province of Vojvodina (Republic of Serbia).

For the foreseen activities, INFORMEST shall select an expert for an assignment as a Senior project Assistant.

In execution of the determination of Informest President n. 28 on the 13th March 2013, it is announced the selection procedure, through comparative evaluation, for the assignment of a role as Senior Project Assistant.

The procedure for the assignment will respect the modalities and requisites of the present notice, subjected to the comparative evaluation of the curricula sent by the candidates with the proved specialization and specific technical and professional competence.

All interested subjects with the requested qualifications can apply for the participation to the selection procedure of the present notice.

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INFORMEST will publish on the website the results of the selection and will contact the candidates to the e-mail address or fax number, as indicated in the application form, or, when missing, through registered mail.

To this regard the following points are specified:

1. CUSTOMER AUTHORITY

INFORMEST

Via Cadorna, 36 - 34170 GORIZIA (Italia)

Phone: 0481/597411 – Fax 0481 537204

E-mail: contratti@informest.it

Profile of the customer: www.informest.it

Responsible of the procedure: dott.ssa Sandra Sodini – Responsible Director

2. REQUESTED PROFESSIONAL PROFILE

Senior Project Assistant.

3. DURATION OF THE ASSIGNMENT

The assignment is bestowed through collaboration contract, starting from the communication of applicability of the contract. Considering the time needed for the completion of the procedure, the contract will indicatively start in April 2013. The duration of the contract will be 9 months (April 2013 – December 2013).

4. DEADLINE FOR APPLICATION

19th April 2013

5. WORKING PLACE

The activities will take place mostly in loco (VOJVODINA - Serbia).

6. ACTIVITIES AND MAIN TASKS

In the frame work of the cross-border cooperation programme EUROSTART, between the Autonomous Region Friuli Venezia Giulia and the Autonomous Province of Vojvodina (Republic of Serbia), assistance in loco for the Horizontal action “Technical assistance for the access to the European, international and national access for the local development” and for the monitoring of the 4 vertical actions:

1. “Context analysis and monitoring of renewable energies in Vojvodina”
2. “Project Sirmium – city of emperors”
3. “Development of small and medium enterprises in Vojvodina”
4. “Services at local associations for people with mental disturbances”.

In particular, the selected candidate will have the following tasks:

- to support INFORMEST staff in the monitoring of local activities in the framework of the vertical action foreseen by the programme EUROSTART;
- to coordinate local partners and stakeholders involved in the several vertical actions;
- to provide periodic information to the project manager of INFORMEST concerning the state of the art of the activities, with a continuous update of main information from an institutional and economical point of view;
- to provide support and collaboration to the responsible, identified by the Agency for the development of Vojvodina, in the definition of new project ideas coming from the programme EUROSTART;
- to support INFORMEST staff in the translation of the important documentation and on the occasion of meeting/communication;
- to support the administrative management of the activities.

7. REMUNERATION

The remuneration for the performances will be 4.500 euro (Four Thousands/00), including every expenditure for the execution of the activities as well as compulsory fiscal/social security obligations, also under the responsibility of the customer.

Any travel and accommodation cost, preventively authorized by INFORMEST, will be paid separately.

8. REQUISITES FOR THE SELECTION

General requisites

They must be in possession of the candidate before the deadline of the present notice, at the moment of the signature of the contract, and must be kept for the whole duration of the contract:

- Possession of civil and political rights;
- Not to be destitute or relieved from an employment in the public administration for persistent, insufficient performance, not to be dismissed for just cause, not to be declared decayed from a public job for having used false document or vitiated of irreparable validity;
- To be up to date with the payment of taxes and social security obligations;
- Not to be convicted and not to be under measures of interdiction, civil decision and administrative measures;
- Not to have penal prosecutions; when these prosecutions exist, they must be specifically pointed out.

Special requisites

The following requisites are needed:

- Good knowledge of written and spoken English;
- Perfect knowledge of Serbian language (native speaker). Any other additional language, fluently spoken, will be a preferential issue for the selection;

- At least 8 (eight) years of professional experience in the sector;
- The presence of professional experiences in the framework of European, national and regional project and in the development of activities with and in favour of public bodies will be preferential issue for the selection;
- Knowledge of the context and institutional and productive situation of Vojvodina and Friuli Venezia Giulia, in the 4 fields of the vertical actions;
- University degree or High School degree, provided that the other requisites are fulfilled;
- Computer skills and knowledge of Office tools (in particular Excel, Word, Power Point). The possibility to use the candidate's own computer, candidate's own material and office equipment and a fast internet connection will be preferential issue for the selection;
- To be organized, meticulous and professional;
- Decision-making skill;
- Team working and autonomous skills, depending on the disposition.

Citizens of foreign countries must have all similar requisites as for the Italian citizens, except for the Italian citizenship. Degrees that were achieved abroad must have obtained the equivalence with the Italian ones or in any case they must be recognized by the responsible authorities.

9. APPLICATION

All subjects, that want to apply for the position, must send by the 19th of April 2013, h. 12.30, via fax n. +39 0481 537204 or via certified e-mail to the address ufficiocontratti@pec.informest.it, or via mail or courier to the address INFORMEST, Via Cadorna 36, 34170 Gorizia, the following documents:

- 9.1) Signed application form, where the candidate will declare the possession of the requisite as aforementioned in the previous section number 8, using the format published on the profile of the costumer, that is part of the present notice (Att. 1), with a copy of a valid identification document of the applicant;
- 9.2) Curriculum vitae, in European format, using the attached facsimile (Att. 2)

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The Agency has the discretion to prolong or open again the deadline for the submission of applications as well as the discretion to suspend, modify and annul the procedure of the present selection in any time and whatever the state of progress, without any possibility for the applicants to exercise against the Agency requests of reimbursement or compensation.

The publication of the present notice doesn't involve for the Agency any obligation of assignment neither for the applicant any right to obtain reimbursement or performance from the Agency itself.

The candidate must communicate, by writing, any amendment of his contacts, that happens after the submission of the application, for the communications related to the selection.

The Agency will not be responsible in case of loss of documents due to wrong indication of contacts or to late or undelivered communication of address change or because of postal or telegraphical disservice not ascribable to the Agency.

10. SELECTION PROCEDURE

The comparative evaluation is under responsibility of a Commission appointed by the RUP and composed by two members and a secretary. The decision of the Commission is incontestable.

For each applicant the Commission verifies the regularity of the documentation, the subsistence of general and specific requisites (see section 8 of the present notice) and executes the comparative evaluation of the qualified candidates on the basis of the documentation attached to the application by giving a mark, as specified in the Attachment 4.

At the end of the evaluation, the Commission draws up the ranking of applicants and indicate the subject for the assignment of the activities. If more candidate obtain the same mark, the precedence is given to the youngest one.

Upon signing the RUP approves the ranking.

In case the selected candidate quits, the Agency can commit the same assignment to the candidate that follows in the ranking.

The Agency has the discretion not to assign the work in case it considers that no applicant is adequate.
The work can be assigned even though just one application is received.

The collaboration activity will be assigned through a specific individual contract.

To this purpose the applicant must present, under penalty of invalidation, a declaration certifying:

- 1) the acceptance of the assignment;
- 2) the non-existence of incompatibilities (for instance, business collaboration with exclusivity obligation);
- 3) social security data.

11. TREATMENT OF PERSONAL DATA

The application must contain the authorization for the treatment of personal data, according to D.Lgs. 196/2003 s.m.i., for the purpose linked to the execution of the procedures concerning the present selection, as specified in the privacy note on INFORMEST website, which is part of the present public selection notice.

12. RESPONSIBILITY OF THE PROCEDURE

The responsible of the procedure of the present notice is dott.ssa Sandra Sodini, Director of International Economic Cooperation Department.

Date: 3rd April 2013