

**VACANCY 01/2014 IN FOREIGN COUNTRIES FOR THE POSITION OF RESIDENT TWINNING ADVISER (RTA)
WITHIN THE TWINNING PROJECT "STRENGTHENING THE ADMINISTRATIVE CAPACITIES AT CENTRAL AND
LOCAL LEVEL FOR IMPLEMENTATION AND ENFORCEMENT OF THE ENVIRONMENTAL ACQUIS –
MK 10 IB ENV 01"**

INFORMEST in consortium with IMES - Italian Ministry for Environment and Land and Sea, ISPRA Institute for Environmental Protection and Research, Veneto Region and Italian Institute of Health, is submitting a project proposal within the above mentioned twinning.

The overall objective of the project is to contribute to the improving of the environmental protection in the country at both central and local level.

The project purpose is to further enhance capacities of the environmental inspection bodies for enforcement of environmental legislation.

For the project implementation and as requested by the Project fiche, INFORMEST has to select a Resident Twinning Adviser (RTA).

The Resident Twinning Advisor (RTA) will be appointed for a period of 12 months, and he/she will be located in the premises of the MEPP in the Beneficiary country. He/she will come from an EU Member State to work on a full time and day-to-day basis with the beneficiary administration. The Resident Twinning Adviser will have a key role in the coordination of the inputs required for the successful implementation of all the project activities.

The selection procedure will respect the terms and requisites of the present notice. It will be subjected to the comparative evaluation of the curricula sent by the candidates with proved specialization and specific technical and professional competences.

All qualified candidates are encouraged to apply to the above-mentioned position.

INFORMEST will contact the candidates via e- mail address or fax number, as indicated in the application form, when missing, through registered mail.

Further information are provided below:

1. Contracting Authority :

INFORMEST

Via Cadorna, 36 - 34170 GORIZIA

Tel: 0481/597411 – Fax: 0481/537204

E-mail: contratti@informest.it

Website: www.informest.it

Responsible for the procedure: Sandra Sodini – Director of Economic Cooperation Department

2. Job profile:

Resident Twinning Adviser - RTA

3. Duration:

Contract duration: 12 months full time.

Provisional commencement date: September 2014

The contract signature is subject to the result of the Twinning award.

4. Deadline for submission of the application:

21st March 2014 – 9:00 hr (Central European time)

5. Location

Operational base for the project will be the premises of the MEPP in the Beneficiary country (Macedonia). If/when needed meetings outside the implementation country could take place in accordance with INFORMEST.

6. Main activities and tasks:

The Resident Twinning Adviser will have a key role in the coordination of the inputs required by the project proposal for the successful implementation of all the activities. The RTA will lead project implementation. He/she will be the primary interlocutor for both the Beneficiary and the Contracting.

As to the general responsibility of the day-to-day implementation of the Twinning project in the Beneficiary Country, the Resident Twinning Adviser (RTA) tasks will include:

- Coordination of all project activities and experts' inputs in the country;
- To provide technical advice, support and assist the beneficiary institution in the context of a predetermined work plan;
- Make recommendations on the organisational structure optimization;
- To assist the further development of a sustainable institutional framework (system and mechanisms) which would ensure the efficient and effective functioning;
- Ensuring day-to-day implementation of the Twinning project in the BC;
- Ensuring smooth correlation between the activities, deadlines and the envisaged results in the Work Plan;
- Ensuring smooth implementation of the different activities delivered;
- Assess continuously the Twinning Project in all stages and provide link to compare it with the specified benchmarks/results and time-frame;
- Prepare the material for regular monitoring and reporting;
- Taking corrective actions, if necessary, inside the terms of the signed contract

7. REQUIRED COMPETENCES:

- At least a year work as equivalent staff within departments/units of the institution in charge of environmental enforcement and compliance in a Member State;
- At least a University degree;
- At least 5 years of experience in MS administration in the environmental field;
- Active knowledge of English language;
- Experience in implementing EU relevant legislation concerning environmental protection
- Deep country experience

8. APPLICATION FORMAT AND DETAILS TO BE PROVIDED

Application must be submitted using the forms available at the following internet address:

<http://www.informest.it/lavora-con-noi/avvisi-posizioni-estero.aspx>; together with

1. Application form duly signed demonstrating possession of the requirements as per above using the format published on the vacancy announcement page and forming a substantial part of the present notice,
2. Curriculum Vitae (Europass).

INFORMEST has the rights to extend or rebid the deadline for the submission of applications as well as the to suspend, modify and revoke the procedure for the present selection in any time and whatever the state of progress. To this attempt the interested parties cannot wield any claim to compensation or indemnity. The publication of the present notice does not imply any obligation for INFORMEST to award the position neither for the applicant any right to obtain reimbursement or performance from the Agency itself.

The candidate shall communicate, by writing, any change related to the address that may occur, after the submission of the application, in order to allow INFORMEST to communicate the selection results. INFORMEST 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 INFORMEST.

9. HOW APPLICATIONS MAY BE SUBMITTED

Application must be submitted exclusively in ENGLISH by:

- fax +39 0481 537204 or email informest@informest.it, asking for a confirmation of receipt, or either by recorded deliver (official postal service) or hand delivered (including courier services) directly to INFORMEST, via Cadorna 36, 34170 Gorizia (Italy).

The subject TWINNING PROJECT "STRENGTHENING THE ADMINISTRATIVE CAPACITIES AT CENTRAL AND LOCAL LEVEL FOR IMPLEMENTATION AND ENFORCEMENT OF THE ENVIRONMENTAL ACQUIS - MK 10 IB ENV 01" must be clearly marked on the envelope/e-mail/fax containing the application form.

Any application received after the deadline or incomplete will not be considered.

10. SELECTION CRITERIA

The selection criteria is based on the comparison of CVs following the criteria listed in point 7 of the present announcement.

If more than 3 candidates meet the above mentioned criteria an interview will be organized at Informest Headquarters (Gorizia, Italy).

The exact date and time will be communicated directly to the candidates.

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.

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

Upon signature the RUP approves the ranking.

In case the selected candidate reject to sign the contract, INFORMEST will scan the ranking.

INFORMEST has the right not to assign the work in case it considers that no applicant fulfill the requested criteria.

The position can be awarded even though just one application is received.

11. TREATMENT OF PERSONAL DATA

Personal data will be treated 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: Gorizia, 17 March 2014

Sandra Sodini
