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Registration No: 328-17-2

Zagreb, 21 March 2017

On the basis of Article 14 of the Statute of the Agency for Regional Development of the Republic of Croatia, Article 5 of the Ordinance on Internal Organisation and Systematisation of Posts of the Agency for Regional Development of the Republic of Croatia, Article 3 of the Ordinance on Carrying out Employment Selection Procedure of the Agency, Agency for Regional Development of the Republic of Croatia is publishing this

PUBLIC NOTICE

for job vacancy as follows:

2. DIRECTORATE FOR MANAGING COOPERATION PROGRAMMES AND REGIONAL DEVELOPMENT

2.2. Service for Joint Secretariat for Cross-border Cooperation Programme Croatia - Serbia

2.2.3 Senior Expert Advisor - specialist (Project Manager) – 1 position for indefinite work duration, with a compulsory probationary period of 6 months

Conditions: Master's degree in economics, law or other relevant degree (a university degree in economics, law or other relevant area), at least 4 years of relevant professional experience, excellent knowledge of English and the capability to communicate clearly and efficiently in the English language, advanced computer skills, outstanding knowledge of the European Union and relevant laws and regulations of the countries participating in the cooperation Programme, nationality of a Programme member state or the European Union member state.

Job description: Plans activities in cooperation with the Head of Service in order to ensure their quality and timely implementation. He/she is responsible for independent, effective, timely and quality performance of the most complex tasks related to monitoring of implementation of projects from both participating countries. Provides support and advices to applicants (lead partners and/or partners) related to the projects preparation, participates in project assessment and selection process (including the budget optimization process). Review progress reports and requests for reimbursement. Monitor the implementation of projects. Monitor the implementation of Programme policies. Participate in monitoring the implementation of contracts and carried out monitoring visits in both countries participating in the Programme. Alert on risks detected during the monitoring of projects in implementation. Prepare reports. Participate in the preparation and organisation of Joint Monitoring Committee (JMC) meetings; supports cooperation and the flow

of documents between the auditor and the audited body; coordinate and monitor the irregularities (at project level) and prepare recommendations for the implementation of activities related to the financial management of projects. He/she is responsible for updating the data related to business processes within JS Service which shall be entered in the eMS; participate in Programme events. Contribute to manuals and guidelines updates related to the implementation of Programme and projects. He/she cooperate and support the work and functioning of the first level controls in both Programme participating countries. Provide support to other colleagues in order to achieve sound financial management of the cooperation Programme. Participate in training activities, seminars and other external events. Perform tasks of mentoring new employees. Participate in the evaluation and defining of risks related to the tasks under his/her responsibility. In the event that he/she notices a potential irregularity, he/she acts without delay and in line with the applicable manuals which regulate the procedures with regard to the management of irregularities. Carries out additional tasks as instructed by his/her superiors.

Information about the salary: The salary is a product of the multiplication of the job complexity coefficient (2,134) with the basis for salary calculation, increased by 0,5% for each year of service.

Place of employment for the vacancy is Zagreb, the Republic of Croatia

The selected candidates will be employed on employment contract of indefinite duration with a compulsory probationary period of 6 months. Signing of an employment contract with a candidate who is not a Croatian citizen is based upon obtaining a certificate of registration of temporary residence and/ or residence permit and work permit, in accordance with the relevant legislation.

The notice for job vacancies will be published through Croatian Employment Service; Zagreb Branch Office, the Official Gazette, on the notice board and website of the Agency for Regional Development of the Republic of Croatia, (www.arr.hr), on the website of the European Integration Office of Government of Republic of Serbia (www.seio.gov.rs i www.evropa.gov.rs/cbc/) and Cooperation Programme website (www.interreg-croatia-serbia2014-2020.eu).

Persons of both genders can equally participate in the proceedings pertaining to this public notice of job vacancy.

If a candidate holds priority in terms of access to employment under a specific legal act, he/she shall state that right in the job application and attach a copy of the decision or certificate confirming such a special status, which clearly displays the mentioned right as well as proof of unemployment. Such candidate shall have priority with regard to the other candidates only under the same conditions.

Candidates who submit a job application and meet the formal requirements shall undergo a testing procedure.

If a candidate does not participate in testing procedure, it shall be considered that he/she has withdrawn his/her application.

The testing method, legal and other resources intended for the preparation of candidates for the testing will be published on the Agency's website www.arr.hr, the Agency's notice board.

The testing time and location will also be published on the Agency's website www.arr.hr and the Agency's notice board at least 5 days prior to the testing.

Along with the application, candidates should attach the following:

1. CV in English and in one of the official languages of the countries participating in the cooperation Programme, written in the Latin script,
2. Proof of acquired qualifications (copy of the diploma),
3. Proof of acquired professional experience that meets the requirements of the job profile the candidate is applying for (a copy of the electronic recordings, i.e. a copy of the certificate containing data recorded in the central records of the Croatian Pension Insurance Institute; a letter from the former employer containing the job description and stating the period of time in which the candidate carried out the described duties; a copy of the work contract or a service contract – with the job description and clearly stating the period of time in which he/she carried out the listed duties (from day, month, year to day, month, year); a copy of the decision on the acceptance into service in case the candidate had previously worked or still works in the public administration – with the job description and stating the period of time in which he/she carried out the listed duties),
4. Proof of citizenship (a copy of the certificate of citizenship, valid personal identity card, military identification card or passport),
5. A copy of the certificate of the competent court certifying that there are no criminal proceedings instituted against the candidate submitting the application (not older than 6 months).

In case a candidate has been selected who has submitted as proof of his/her qualifications a diploma of a foreign higher education institution, prior to his/her recruitment he/she shall have to submit the recognition of the foreign higher education institution's qualification, for the purposes of employment within the Republic of Croatia.

Documents shall be submitted in the form of non-certified copies, but before the final selection is made and upon request original documents need to be presented by candidates.

Candidates are required to indicate in the application reference number and job title of the position for which they are applying. Candidates competing for both vacancies are required to submit a separate application for each position with all required attachments. The documentation once submitted during the application process shall not be returned.

The candidates should state their correct email address since candidates which fulfil the formal requests of specific job vacancy in this notice, will be invited for testing via email.

Only candidates which submit a timely and complete application and fulfil formal requests of vacancies in this notice will be considered as acceptable candidates applying for the announced job vacancies.

Incomplete and applications delivered after set deadline, including applications submitted by email or fax will not be taken into consideration.

Based on the results of the testing procedure, the Acting Director of the Agency will make a decision on the selection of the candidates or the cancellation of the proceedings.

Applications for announced job vacancies, along with the relevant proof of fulfilment of stated requirements should be submitted within **8 days** from the date of publishing of the public notice in the Official Gazette, directly or by post to the following address: Agency for Regional Development of the Republic of Croatia, Zagreb, Ulica grada Vukovara 284, Building A, with the following indication: *»Notice of job vacancy - Service for Joint Secretariat for Cross-border Cooperation Programme Croatia - Serbia, vacancy position, vacancy number and title«.*

AGENCY FOR REGIONAL DEVELOPMENT OF THE REPUBLIC OF CROATIA