



"Together We Develop Sector 5" POCU/393/5/1/123630

Project co-financed from the European Social Fund through the Human Capital Operational Program 2014-2020

**ASSOCIATION
LOCAL ACTION GROUP
"TOGETHER WE DEVELOP SECTOR 5"**

ANNOUNCES:

Considering:

- Financing contract no. POCU/393/5/1/123630;
- The Organization and Functioning Regulation of the LAG "Together we develop sector 5";
- Ordinance no. 26/2000 with the modifications introduced by Law no. 246/2005 regarding the organization and functioning of associations and foundations, updated 2017;
- The methodology regarding the hiring of personnel within the Local Action Group Association "Together we develop sector 5";
- Law 53/2003 (The Labor Code) updated 2017;
- Steering Committee Decision no. 11 of 17.10.2018.

The LAG Association "TOGETHER WE DEVELOP SECTOR 5" organizes a competition for filling contractual positions, for a fixed period, for the positions of project manager, technical implementation expert, and financial officer.

General conditions for occupying vacant positions:

- a) Has Romanian citizenship, citizenship of other member states of the European Union, or of states belonging to the European Economic Area, and domicile in Romania;
- b) Knows the Romanian language, written and spoken;
- c) Has the minimum age provided by current regulations;
- d) Has full exercise capacity;
- e) Has a state of health corresponding to the position for which they are applying, attested on the basis of the medical certificate issued by the family doctor or authorized sanitary units;
- f) Fulfills the conditions of studies and, as the case may be, seniority or other specific conditions according to the requirements of the position put up for competition;

Beneficiary: ASSOCIATION LOCAL ACTION GROUP "Together we develop Sector 5"

Headquarters: Calea Ferentari no. 72, sector 5, Bucharest
galsector5@gmail.com



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- g) Has not been definitively convicted for committing an offense against humanity, against the state or against authority, of service or in connection with service, which prevents the enactment of justice, of forgery, or acts of corruption, or an intentional offense that would make them incompatible with the exercise of the function, except for the situation where rehabilitation has intervened.

Specific conditions and duties

Project Manager - 4 hours/day

Specific conditions:

- Long-term higher education graduated with a bachelor's degree or equivalent in the legal/economic/public administration/political science field;
- Studies/specializations in project management and in accessing European structural and cohesion funds/certified qualifications;
- Minimum 3 contracts with national and/or European funding in which they held the position of project manager/director;
- Minimum 5 years of experience in the implementation of projects with national and/or European funding;
- Knowledge of a foreign language of international circulation;
- Advanced PC operating skills;
- Driving license, category B.

Main duties:

- Ensures the proper functioning of the Local Action Group (LAG), supervises and coordinates the activity of LAG personnel, draws up the annual activity evaluation of LAG employees;
- Submits proposals for hiring and dismissing personnel to the Steering Committee, draws up quarterly, annual reports and whenever necessary, at the request of the Steering Committee, supervises the implementation of LAG operational procedures, ensures the organization of training sessions for LAG members and experience exchanges with other LAGs, supports the permanent development of the LAG, including the continuous improvement of LAG personnel;

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- Is responsible for the budget execution of the LAG, draws up the annual activity plan and the related budget and submits it for approval to the Steering Committee, identifies and attracts public and private funding sources for the LAG;
- Coordinates the information and promotion activity of the financing programs carried out by the LAG;
- Coordinates the launch activity of financing calls for the projects of the Community-Led Local Development (CLLD) Strategy for the Center Zone – Sector 5, Bucharest;
- Coordinates the consultancy activity for LAG beneficiaries, with the obligation of granting audiences at least 2 times/week;
- Supports LAG beneficiaries in identifying co-financing sources for projects;
- Coordinates the evaluation, selection, and approval activity of projects.
- Coordinates the project monitoring activity;
- Fulfills all other duties from the job description;
- Coordinates the planning of fundamental actions for the implementation of the project and monitors their unfolding;
- Checks and approves the activity reports produced by the project beneficiary, as well as other documents issued on behalf of the project;
- Coordinates the drafting of the project's technical implementation report for the activities of the partners involved from the reporting period;
- Collaborates with the partners involved for the proper conduct of the project.

Technical implementation expert - 8 hours/day

Specific conditions:

- To be a graduate of higher education finalized with a bachelor's degree;
- Minimum 3 years of experience in the implementation of projects with national and/or European funding;
- Minimum 3 years of experience in evaluating specialized documentation, technical projects, feasibility studies, checking the fulfillment of eligibility conditions, as well as the quality of works;
- To offer support and assistance to the project manager and the experts from the project implementation team;

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- To contribute to achieving the objectives resulting from the carrying out of all activities, in accordance with the project financing application.

Duties:

- To contribute to the creation, development, and implementation of the strategy and project management plan;
- To participate in the creation of intermediate and final progress reports;
- To participate in drafting documents related to payment requests and reimbursement claims;
- To ensure the proper conduct of internal communication at the level of the project team;
- To monitor the conduct of activities within the project in accordance with the standards and procedures created within it;
- To participate in the elaboration of the working tools of the project team necessary for the implementation of activities;
- To participate in drafting Notifications, Addenda, and correspondence carried out at the project level;
- To carry out the communication activity at the project level in accordance with the financing application and with the Visual Identity Manual for POCU.

Financial officer – 4 hours/day

Specific conditions:

- Long-term higher education graduated with a bachelor's degree in the economic field;
- To have experience in carrying out activities of a financial nature;
- To ensure the correctness of all activities carried out at the project level;
- To contribute to achieving the objectives proposed through the project financing application.

Duties:

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- Contributes to carrying out the financial activities of the project, ensuring entry into the estimated budget and compliance with the eligibility conditions of expenses;
- Relates to the banking unit/Treasury where the project accounts are opened;
- Ensures the justification of all payments made within the project;
- Ensures the proper conduct of the economic and financial document flow necessary for running the project;
- Keeps track of expenses;
- Contributes to drafting reimbursement and payment claims;
- Checks the supporting documents related to all expenses within the project;
- Checks the framing of expenses within the budget provisions;
- Centralizes the financial documents produced at the project level.
- Participates in drafting the project's financial implementation report for the partners' activities from the reporting period;
- Monitors procurement within the project.

The recruitment procedure for employment will take place in two stages:

Stage 1:

For registering the candidacy, each candidate will submit at the headquarters of the Local Action Group Association "Together We Develop Sector 5" located at 9-11 Fabrica de Chibrituri Street, the following documents:

1. Competition registration form (Annex no. 1);
2. Europass CV;
3. ID copy (the candidate will present the original document and leave a copy certified as true to the original);
4. Diploma of studies in a copy certified as true to the original (in this case the candidate will present the original documents and leave copies certified as true to the original) or notarized copies;
5. Documents attesting work seniority and specialization;
6. Copy of birth certificate (the candidate will present the original document and leave a copy certified as true to the original);
7. Medical certificate with the mention "fit for work", original, issued at most 6 months before the date of the competition;

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8. Criminal record certificate, original or a statutory declaration on own responsibility that they do not have a criminal record and bringing it by the interview;
9. Declaration of availability for the activities of the GAL "Together we develop sector 5".
10. Letter of intent.

The absence of any of the above-mentioned documents is considered an administrative reason for rejecting the candidacy.

The deadline for submitting files is November 12, 2018, at 15:00.

Stage 2:

The list of candidates who have submitted compliant and complete files will be displayed on the page of the Local Action Group Association "Together We Develop Sector 5", on the website of the Sector 5 City Hall (<http://www.sector5.ro>), and on the available websites of the founding members.

The employment interview will take place on November 16, 2018, starting at 10:00, at the headquarters of the Local Action Group Association "Together We Develop Sector 5", located at 9-11 Fabrica de Chibrituri Street, Sector 5, Bucharest.

The competition will take place according to the following schedule:

- | | |
|----------------------------------|---|
| • October 31 – November 12, 2018 | * File submission, between 10:00 and 15:00; |
| • November 13, 2018 | * Display of file selection results, 12:00; |
| • November 14, 2018 | * Submission of appeals, between 10:00 and 15:00; |
| • November 15, 2018 | * Resolution of file selection appeals and display of results, between 10:00 and 15:00; |
| • November 16, 2018 | * Interview, starting at 10:00; |
| • November 19, 2018 | * Display of interview results, 10:00; |
| • November 20, 2018 | * Submission of appeals, between 10:00 and 15:00; |
| • November 21, 2018 | * Resolution of appeals and display of final results - 10:00. |

Application files for the competition shall be submitted on working days during the period October 31 – November 12, 2018 at the headquarters of the Local Action Group Association "Together We Develop Sector 5", located at 9 - 11 Fabrica de Chibrituri Street, Sector 5, Bucharest.

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Contact person: Alina Mihaela Soare - President, mobile phone 0757568460, e-mail galsector5@gmail.com.

BIBLIOGRAPHY:

1. Ordinance no. 26/2000 with the modifications introduced by Law no. 246/2005 regarding the organization and functioning of associations and foundations, updated 2017;
2. Law 53/2003 (The Labor Code) updated 2017;
3. General Conditions Guide for POCU 2014-2020 - Guidelines on accessing funding within the Human Capital Operational Programme 2014-2020, with subsequent modifications and completions;
4. Specific Conditions Guide regarding the submission and selection of Local Development Strategies - Stage II of the CLLD mechanism – with all related annexes;
5. Emergency Ordinance no. 66/2011 regarding the prevention, detection, and sanctioning of irregularities appearing in the obtaining and use of European funds and/or related national public funds;
6. Guidelines for local action groups regarding the implementation of local development strategies at the level of cities with over 20,000 inhabitants - Stage III of the CLLD mechanism.

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