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| **Key Expert to support the National Authority of Ukraine in the framework of Romania – Ukraine 2014 – 2020 joint operational programme** |

**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, under the NA supervision, the Key Expert will assist in:

* provision of feedback of the NA 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 NA in the preparation of the evaluation and selection procedure, ensuring the compliance with the national legislation specificities for their country;
* examine and/or propose 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 NA’s attention by the MA, providing information on national issues and specificities, where relevant;
* examining of the annual reports;
* examining of the annual monitoring and evaluation plans
* examining of the annual information and communication plans,
* other questions relevant to the objectives of the Programme and to the needs of NA

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>

**Key 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), supporting the implementation of the program and contributing 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***

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| * 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 and the progress of the programme in achieving its expected results and targets, is responsible for their accuracy and completenes. |
| * 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. * Supports the MA/JTS in the contracting phase for projects (clarifications cocerning national legislation specificities, facilitating the communication with beneficiaries, etc.). |
| * 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. * Contribute to the elaboration of guidelines on the eligible expenditure for project beneficiaries, how to apply national rules, accounting and project reporting, participation in local training events organised by MA/JTS. * Informs the NA on the irregularities and fraud detected without delay. * Supports the NA in identifying risks in the programme area. * Provides input to implement the information and communication plan on their territory (e.g. information on media, contact with journalists, support for organization of events etc.) while ensuring compliance with the practices concerning information and publicity on their |
| * 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
* minimum 1 year of experience in working with international bodies, or local public sector/NGOs bodies
* fluent in spoken and written English

(fulfilment of the mandatory criteria must be proved by CV and other relevant documents)

**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
* experience in data acquisition
* good knowledge of MS Office (includinng Pivot Tables, macroses and programming in VBA)
* 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 neccesary

**► Terms of employment**

The key expert’s supporting NA of Ukraine will be based in Kiev.

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.

The expert will be employed by Chernivtsi regional public association “Bukovinian Agency of Initiatives and Development”.

**► 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](mailto:hvb@me.gov.ua)):

* letter of intention (in English)
* CV in European format (in English)
* photocopies of the relevant university diplomas and other certificates

**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.

The selection will have the following sections: CV analysis, English language test, computer operating skills test and interview. Only persons who 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>

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

– <http://www.brctsuceava.ro>.

1. [[**Regulation (EU) No.232/2014** of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument](http://www.ro-ua-md.net/wp-content/uploads/2014/09/Regulament-ENI-232-engleza.pdf)](http://www.ro-ua-md.net/wp-content/uploads/2014/09/Regulament-ENI-232-romana.pdf)
2. [[**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](http://www.ro-ua-md.net/wp-content/uploads/2014/09/Regulament-ENI-897-engleza.pdf)](http://www.ro-ua-md.net/wp-content/uploads/2014/09/regulament-ENI-897-romana.pdf)
3. [[**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](http://www.ro-ua-md.net/wp-content/uploads/2014/09/REGULATION-EU-No-2362014.pdf)](http://www.ro-ua-md.net/wp-content/uploads/2014/09/REGULAMENTUL-UE-NR.-2362014.pdf).
4. **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>

1. **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>