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REGISTRATION No: 328-02-17-2
Zagreb, 6 November 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 for Regional Development of the Republic of Croatia, Agency for Regional Development of the Republic of Croatia is publishing this

PUBLIC NOTICE
for job vacancies as follows:

2. DIRECTORATE FOR MANAGING COOPERATION PROGRAMMES

2.3. Service for Joint Secretariat for Cross-border Cooperation Programme Croatia - Bosnia and Herzegovina - Montenegro

2.3.1. Head of Service – 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 on relevant jobs with at least 1 year of work experience in managing EU funds, 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 (Republic of Croatia, Bosnia and Herzegovina, Montenegro), nationality of a country participating in the Cooperation Programme or the European Union Member State.

Job description: Managing the work of the Service (organise, coordinate, monitor and supervise the work of the Service and manages the human resources in the Service, including employees at work in another participating country), coordinates the activities of the Joint Secretariat in relation to the implementation of the cooperation Programme in both participating countries, coordinates the preparation and updating of internal manuals, programming documents and documents related to the implementation of projects. Prepares the annual work plan, prepares and manages the budget for technical assistance activities of the Joint Secretariat, coordinates and participates in the preparation of calls for proposals, coordinates procedures and activities related to the assessment and selection of projects, the contracting process (including the process of budget optimisation) as well as the

implementation of informational and educational activities (e.g. a number of workshops for applicants and beneficiaries in both countries participating in the cooperation Programme). Organises meetings for the Joint Monitoring Committee of the cooperation Programme and monitors the conclusions of the Joint Monitoring Committee of the cooperation Programme. Coordinates tasks and activities related to project implementation (monitoring of implementation, project modifications, reporting and all other activities related to the implementation of projects in accordance with the manual of the Joint Secretariat). Regularly cooperates with institutions involved in the managing of the cooperation Programme (from both participating countries). He/she participates in events related to the cooperation Programme. He/she ensures availability of data and information for monitoring purposes and purposes of ensuring the audit trail and is responsible to the Head of the Managing Authority and to the Joint Monitoring Committee. He/she performs tasks of mentoring new employees. He/she participates in the evaluation and definition of risk for operations in his/her jurisdiction. He/she is responsible for the legality of the work, material and financial resources he/she works with, the quality and timely execution of all activities from the scope of the Service, as well as the notification of detected irregularities / fraud in accordance with the applicable EU regulations. Carries out additional tasks as instructed by his/her superiors.

Information about the salary: The salary is the product of the job complexity coefficient (2,716) multiplied on the basis for salary calculation (and other contributions in line with relevant legislation of the Republic of Croatia).

2.3.6. Coordinator (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 1 year of relevant professional experience on relevant jobs, good knowledge of English and the capability to communicate clearly and efficiently in the English language, advanced computer skills, knowledge of the European Union and relevant laws and regulations of the countries participating in the cooperation Programme, nationality of a country participating in the cooperation Programme 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 project implementation from both participating countries. He/she provides support and advices to applicants (lead partners and/or partners) related to the project preparation. He/she participates in the project assessment and selection process, (including the process of budget optimisation). He/she reviews progress reports and requests for reimbursement. Monitor the implementation of projects. He/she monitors the implementation of Programme policies. He/she participates in monitoring the implementation of contracts and carries out monitoring visits in both countries participating in the Cooperation Programme. He/she is responsible for alerting on risks detected during the project implementation monitoring. He/she prepares

reports. He/she participates in the preparation and organisation of Joint Monitoring Committee meetings; supports cooperation and the flow of documents between the auditor and the audited body; coordinates and monitors the irregularities and prepares 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 Joint Secretariat which shall be entered in the eMS; participates in events of the Cooperation Programme. He/she contributes to manuals and guidelines updates related to the implementation of Programme and projects. He/she cooperates and supports the work and functioning of the first level controls in both Programme participating countries. He/she provides support to other colleagues in order to achieve successful management of the Cooperation Programme. He/she participates in training activities, seminars and other external events. He/she performs tasks of mentoring new employees. He/she participates in the evaluation and defining of risks related to the tasks under his/her responsibility. He/she is responsible for the legality of the work, material and financial resources he/she works with, the quality and timely execution of all activities from the scope of the Service, as well as the notification of detected irregularities / fraud in accordance with the applicable EU regulations. Carries out additional tasks as instructed by his/her superiors.

Information about the salary: The salary is the product of the job complexity coefficient (1,746) multiplied on the basis for salary calculation (and other contributions in line with relevant legislation of the Republic of Croatia).

Place of employment for both vacancies: Zagreb, the Republic of Croatia

The selected candidates will be employed on a 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.

For a.m. positions advantage will be given to candidates who are ready for business travels, and possess driving license B category.

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 Directorate for European Integration of the Council of Ministers of Bosnia and Herzegovina (www.dei.gov.ba), website of Ministry of European Affairs of Montenegro (<http://www.mep.gov.me>), and Programme website: <http://www.interreg-hr-bame2014-2020.eu/>.

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

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 and 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.

Candidates are required to indicate in the application personal data and reference number and job title of the position for which they are applying. Application must be signed by the candidate.

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 a copy of 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 documents, but before the final selection is made and upon request original documents need to be presented by candidates.

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, Director or 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 must 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, Miramarska cesta 22, with the following indication: »Notice of job vacancy - Service for Joint Secretariat for Cross-border Cooperation Programme Croatia - Bosnia and Herzegovina – Montenegro, vacancy position, vacancy number and title«.

AGENCY FOR REGIONAL DEVELOPMENT OF THE REPUBLIC OF CROATIA