

Recruitment for a job post for the Joint Secretariat of the Transnational Cooperation Programme Atlantic Area 2014-2020 in the form of an unspecified-duration contract under the Portuguese Labour Code

1. Characterisation of the job post

1.1. Ref. B) - Administrative Officer

1.2.1. Required academic qualification: Equivalence of the 12th year of schooling.

1.2.2. In particular, the Technician will perform the following functions: Articulation with the various services of the CCDR-NORTE in processes related to the MA, the Joint Secretariat and the Programme as a whole; Administrative work for the MA and the Joint Secretariat: correspondence by email, sending/receiving daily correspondence, responding to requests from the general public, supervision of the joint electronic calendar, keeping up-to-date mailing lists and correspondence; Responsibility by office phone during working hours, supporting the representative of the Managing Authority and the Director of the Joint Secretariat, and acting as a telephone contact; General organisation of correspondence and communication assistance within the Programme's governing bodies, beneficiaries and other entities on matters of general interest; Management of archives and physical and digital documents (photocopying, electronic archiving and archival copying); Management of logistical and administrative resources, particularly in the area of supply and maintenance of offices and equipment; Administrative support for the organization of public tenders for the purchase of goods and services; travel planning and organisation and the organisation of travel refunds; translation and editing of documents, in particular for editing documents in English; support for the preparation of annual and final reports and other relevant documents; organisation of internal and external meetings, preparing agendas and minutes and managing their approval process; Support for the organization of seminars, information sessions and other Programme events; Management of processes related to written consultation procedures; Collaboration in the management of website contents and social networks; Collaboration in publishing, organizing, publishing and disseminating

documents; Other activities, as deemed relevant and necessary by the MA and the Director of the Joint Secretariat; Participation in other processes of the Joint Secretariat or in critical situations requiring the mobilisation of available human resources.

2. Work place: CCDR-NORTE, R. da Rainha Dona Estefânia 251, 4150-304 Porto.

3. Type of contract: unspecified-duration contract under the Portuguese Labour Code.

4. Duration: Until the completion of the activities and services for submission to the European Commission of the final implementation report of the Atlantic Area Transnational Cooperation Programme 2014-2020.

5. Methods of selection

The following selection methods will be applied: Curricular Evaluation (40%) and Professional Interview Selection (60%).

6. Curricular Evaluation (CE)

The curricular evaluation will be expressed on a scale of 0 to 20 values, up to hundredth, and will result from the weighted arithmetic average of the classifications in the evaluation of the following parameters: Academic Qualifications (AQ); Vocational Training (VT); Professional Experience (PE). According to the following formula: $CE = (AQ \times 25\%) + (VT \times 25\%) + (PE \times 50\%)$

6.1. Academic Qualification (AQ)

This parameter will be evaluated up to 20 values, as follows: Undergraduate - 15 values; Master - 17 values; Doctorate - 20 values.

6.2. Vocational Training (VT)

General vocational training directly related to the skills needed to perform the function will be evaluated up to 20 values, as follows: No vocational training - 0 values; Participation in training activities up to 50 hours - 10 values; Participation in

training activities up to 100 hours - 18 values; Participation in training activities over 100 hours or more than 60 hours with evaluation (MBA, Post-graduation, Specialization Course) - 20 values. Actions shall be attested by certificates or diplomas expressly indicating the number of hours or days of duration of the action and the date of completion. Where the relevant certificate does not state the number of hours of duration, each training day shall be considered to be equivalent to seven hours and each week to five days.

6.3. Professional Experience (PE)

In this parameter, the duration of functions will be assessed, provided that performed in the area of activities, up to the limit of 20 values and according to the following terms: No professional experience or unproven - 0 values; Experience up to 1 full year - 10 values; Experience > 1 year and up to 5 full years - 15 values; Experience higher than 5 years up to 10 full years - 18 values; Experience over 10 years - 20 values;

6.3.1. Professional experience is considered to be proven by the submission of a document(s) issued(s) by the respective employer(s) entity(s) stating the date of the beginning, job/function description and, where applicable, the date of termination of service.

6.3.2. Candidates who obtain a value less than 9.50 in the Curricular Evaluation will be excluded.

7. Professional Selection Interview (PSI)

The classification to be assigned will result from the simple arithmetic average of the classifications obtained in the evaluation of the following parameters: Professional Motivation (PM); Professional Knowledge on the management of European Funds (PK); Language Command of the Programme (Spanish, French, English, and Portuguese) (LC) and Work Experience in International/Transnational Environment (WEIT).

The classification to be assigned to each evaluation parameter is the result of a nominal vote (between 0 and 20 values).

In case of equal scores between candidates, the tie-breaker criterion will be the best classification obtained in the parameter "Professional Knowledge on the management of European Funds".

8. Formalisation of applications

Applications must be sent to the email address ma@atlanticarea.eu, accompanied by the following documents: Detailed professional curriculum, dated and signed; certificate of qualifications, supporting documents of professional training and professional experience. They must also explicitly indicate the job to which they apply: Ref. B) - Administrative Manager.

The deadline for submitting applications is 10 working days from the date of publication of this call on the INTERREG Atlantic Area website [<https://www.atlanticarea.eu>].

9. Composition of the Jury

President: Sandra Maria Tavares da Silva, Executive Manager of the Managing Authority of the Transnational Cooperation Programme Atlantic Area 2014-2020; 1st Effective Member: Ismael Móran Garcia, Deputy-Director of the Joint Secretariat of the Transnational Cooperation Programme Atlantic Area 2014-2020; 2nd Effective Member: André Filipe da Costa Guimarães, Chief of the Human Resources Department in CCDR-NORTE; Substitute Member: Catarina Lopes Botelho Antunes, Senior Technician of the Directorate of Communications and Administrative and Financial Management; Carlos Garea Lodeiro, Project Manager of the Joint Secretariat of the Transnational Cooperation Programme Atlantic Area 2014-2020.

The President of CCDR-NORTE and President of the MA of the Transnational Cooperation Programme Atlantic Area 2014-2020