

Recruitment for one 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. A) - Financial Manager in support of management and audit

1.1.1. Required academic qualification: Degree preferably in Economics, Management or Accounting/Auditing.

1.1.2. In particular, the Technician will perform the following functions: Analysis of requests for financial modifications of operations; Analysis of declarations of expenditure and requests for reimbursement of operations; Preparation of "dashboards" and collaboration in the preparation of financial forecasts, progress reports on projects, annual implementation reports and support of Monitoring Committee decisions on financial and audit matters; implementation of planning procedures and the monitoring and reporting of the Technical Assistance budget, managing the recording of Technical Assistance expenditure declarations and reimbursement claims for all bodies of the Programme; Collaboration in the preparation of tenders and contracts with service providers and other suppliers concerning the Technical Assistance budget of the Managing Authority (MA) and support to the Managing Authority's external controller in the control of Technical Assistance expenditure; Preparation of applications for certification of expenditure declared by operations and Technical Assistance; preparing financial information in support of the Programme's evaluation and audit procedures, providing appropriate technical support and collaborating in the implementation of recommendations with financial implications; ensure the recording in the data system related to control actions, audits and recommendations, the implementation of audit recommendations, irregularities and debts; participation in the meetings and events of the Programme and provision of technical support to the bodies of the Programme in relation to financial and audit-related aspects; 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](mailto: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. A) - Financial Manager in support of management and audit.

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; 1<sup>st</sup> Effective Member: Ismael Mórán Garcia, Deputy-Director of the Joint Secretariat of the Transnational Cooperation Programme Atlantic Area 2014-2020; 2<sup>nd</sup> Effective Member: André Filipe da Costa Guimarães, Chief of the Human Resources Department in CCDR-NORTE; Substitute Members: 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