

## ANNEX A

### Functions and duties

**CODE "ITA/SLO D" – Notice of public selection based on qualifications and interview for temporary full time employment of three work units under category D - economic position 1, profile: economic and administrative specialist to be assigned to the staff of the Joint Secretariat of the INTERREG V-A Italy-Slovenia 2014-2020 Programme.**

| COMMON FUNCTIONS FOR THE JOB POSITIONS   |   |
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| <p>The staff of the Joint Secretariat of INTERREG V-A Italy-Slovenia 2014-2020 Programme will work in order to ensure an efficient management and implementation of the Programme.</p> <p>In general, the main role of the JS is to closely cooperate with the MA and effectively support the MC and CA in performing of their tasks. The JS undertakes the day-to-day implementation of the Programme and provide information to potential beneficiaries about funding opportunities under the Programme and assists beneficiaries in the implementation of operations.</p> <p>Until March 2017 the JS staff will also support the MA for the sound closure of the Cross-border Programme Italy-Slovenia 2007-2013, both at projects and Programme level.</p> <p><u>Namely</u>, the staff of the JS will be in charge of:</p> <ul style="list-style-type: none"> <li>▪ helping the Monitoring Committee in carrying out its tasks, drafting all documents needed for its decision-making;</li> <li>▪ securing proper information flow between Programme authorities, structures and partners;</li> <li>▪ supporting the Managing Authority in its planning and implementation activities, as well as in its administrative and accounting functions, ensuring assistance for the management of the obligations related to the award of goods and services within the Programme;</li> <li>▪ implementing the TA budget;</li> <li>▪ providing adequate information on the possible funding within the Programme to stakeholders and technical support during projects submission to beneficiaries;</li> <li>▪ assisting beneficiaries in project implementation until their conclusion, monitoring projects both in their financial and physical implementation, and giving support in using the IT tools of the Programme;</li> <li>▪ drafting and updating documents required for the implementation of the Programme (i.e.: calls, user manuals, templates, application forms, application package for the implementation of calls)/ and of projects</li> <li>▪ checking the correctness of programme documents in their Italian and Slovene versions, as well as English;</li> <li>▪ ensuring that digital and paper archives are updated.</li> </ul> |   |
| SPECIFIC FUNCTIONS   |   |
| <b>JS Coordinator</b>  | <p>The main task of the Coordinator of the Joint Secretariat (JS), is to manage and supervise the work of the whole JS, ensuring its constant and good performance.</p> <p>In line with the Regional Law n° 7/2000 and the Italian law n° 241/1990 as amended, the Coordinator shall act as responsible in charge of preliminary hearing for all the proceedings pertaining to the Managing Authority and related to the Programme, and for which the Managing Authority requires support from the JS. In any case,</p> |

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|                 | the Coordinator shall ensure that the work of the JS complies with the administrative procedures according to EU, national and regional legal system in force.  |
| Main activities | <p>The tasks of the Coordinator, for example and not exhaustive, are to:</p> <ul style="list-style-type: none"> <li>▪ effective staff management;</li> <li>▪ support the Managing Authority in all its functions, contributing to the sound management of the Programme;</li> <li>▪ assist the Managing Authority in representing the Programme within the Monitoring Committee and to the thirds;</li> <li>▪ ensure a good information flow within the Monitoring Committee, , and with the Authorities/ structures and Partners of the Programme;</li> <li>▪ ensure the organization of the Monitoring Committee meetings and other events planned in line with the Communication Strategy of the Programme;</li> <li>▪ ensure the follow-up of the decisions of the Monitoring Committee and the proper flow to final beneficiaries;</li> <li>▪</li> <li>▪ being responsible of the drafting and updating of all documents required for the implementation of the Programme (i.e.: reports, calls, user manuals, templates, application forms, application package for the implementation of calls, etc.), in the set deadlines and in the languages of the Programme and, where the case, in English;</li> <li>▪ coordinate the selection and assessment procedures of projects;</li> <li>▪ manages and supervises the day-to-day implementation activities of the core management, including both project content and finances;</li> <li>▪ help revise the Programme and update of all Programme documents;</li> <li>▪ ensure that all documents in use are in line with EU Regulations, with the decisions taken within the Programme authorities and structures and, where applicable, with the current legislation in Italy and Slovenia and with the rules of the autonomous Region Friuli Venezia Giulia, as seat of the Managing Authority;</li> <li>▪ organize the updating of the Programme monitoring system, ensuring its correct functioning, development and maintenance, by managing reporting, assessment, evaluation modules, and support the usage of the</li> </ul> |

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|                                  | <p>programme database for communication purposes;</p> <ul style="list-style-type: none"> <li>▪ coordinate and contribute to the drafting of the annual implementation reports to the EC;</li> <li>▪ organize and supervise the collection and review of progress reports submitted by all projects and to advise project partners in case of delays or activities change;</li> <li>▪ participating to project seminars and conferences</li> </ul>  |
| <b>Senior Management Officer</b> | <p>General support to Programme Authorities, drafting of reports foreseen for Programme implementation, being the first contact to applicants and project partners, management of projects, with regard to content, procedural and administrative aspects, in close connection with Financial officer</p>  |
| Main activities                  | <ul style="list-style-type: none"> <li>▪ Drafting documents and reports required by EC Regulations needed for programme and projects management;</li> <li>▪ supporting organization of monitoring committee meetings, drafting all needed documents, included the reports regarding priority and/or project implementation and specific content related issues;</li> <li>▪ participating in the drafting of calls;</li> <li>▪ acting as contact point for potential beneficiaries;</li> <li>▪ participating in the assessment of projects proposals;</li> <li>▪ supporting final beneficiaries in project implementation;</li> <li>▪ monitoring the compliance to the time schedule in projects implementation, managing relative fulfilment up to their conclusion;</li> <li>▪ assessing the periodical reports beneficiaries have to transmit also through the IT system of the Programme also by advising project partners in case of delays or activities changes;</li> <li>▪ participating and contributing to project seminars and conferences;</li> <li>▪ co-ordinating and supervising the work of the external experts in charge of projects assessment;</li> <li>▪ preparing thematic reports on progress achieved by projects.</li> </ul> |
| <b>Senior Financial Officer</b>  | <p>General support to programme authorities, drafting of reports foreseen for Programme implementation, management of projects, with particular regard to financial aspects, in close connection with Management officer; coordination with and supervision of the control system and control activities carried out by Programme authorities and</p>  |

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|                 | structures; monitoring of financial reports; contact point for information on financial reporting and budgetary issues to applicants and project partners.  |
| Main activities | <ul style="list-style-type: none"> <li>▪ Cooperating in order to improve the IT system for programme management and monitoring;</li> <li>▪ contributing, for the financial part, to the drafting of documents and reports required by EC Regulations needed for programme and projects management;</li> <li>▪ taking part in the assessment of projects proposals;</li> <li>▪ supporting final beneficiaries in their project implementation;</li> <li>▪ drafting all financial reports/documents for Monitoring Committee meetings;</li> <li>▪ periodically analysing monitoring physical and financial data of the Programme;</li> <li>▪ preparing financial analysis in order to evaluate and assess programme implementation, in order to fulfil set targets and indicators;</li> <li>▪ monitoring the compliance with to the time schedule for projects implementation, managing their fulfilment up to their conclusion;</li> <li>▪ assessing the periodical reports that beneficiaries have to transmit through the IT system of the Programme, also by advising project partners in case of delays or activities changes;</li> <li>▪ preparing periodical reports of physical and financial monitoring of the Programme to be sent to the competent national and EU bodies;</li> <li>▪ checking the validations of expenditure carried out by first-level controllers;</li> <li>▪ assessing consistency and coherence of the data inserted in the Programme monitoring system, and integrating and modifying them should it be necessary;</li> <li>▪ approving validations of expenditure to be sent to Certifying Authority;</li> <li>▪ managing the TA budget.</li> </ul> |