



GENERALITAT VALENCIANA
HOSTING INSTITUTION OF THE BRANCH OFFICE FOR THE WESTERN MEDITERRANEAN
OF THE 2014-2020 ENI CBC MEDITERRANEAN SEA BASIN PROGRAMME

PUBLIC NOTICE
for the recruitment of two junior officers for the Branch Office
of the 2014-2020 ENI CBC Mediterranean Sea Basin Programme

Art. 1 Object of the notice

The ENI CBC MED Programme is a cooperation programme financed by the European Union in the framework of the European Neighbourhood Policy. It is the only EU programme funding cross-border projects at Mediterranean Basin level (13 participating countries from both Basin shores). The Programme has two Branch Offices, one in Aqaba (Jordan) and one in Valencia (Spain). The Branch Office Valencia covers the Western Mediterranean area.

The Branch Offices help the Managing Authority of the Programme implement the programme activities. In particular, they support the beneficiaries under their geographical coverage, they organize programme events, produce communication tools, and, they support the evaluation process of the proposals submitted to the calls.

The Branch Office for the Western Mediterranean of the 2014-2020 ENI CBC Mediterranean Sea Basin Programme (hosted by the Generalitat Valenciana) communicates that a selection is launched for the recruitment, for a period of twelve months, of the following profiles:

	Location	Job description	N. of positions	Ref.
Branch office	Valencia (E)	Junior Officer	2	(GVAL)

The hereby selection process seeks to establish a list of candidates that can be recruited by the Branch Office to fulfil the tasks assigned by the Commission implementing regulation (EU) No 897/2014 and the Joint Operational Programme ENI CBC MED 2014-2020 (EC Decision C(2015)9133).

The publication of this notice, the participation to the selection process and the constitution of the reserve lists will not create any obligation for the Generalitat Valenciana to proceed with the conclusion of contracts and do not open rights for the applicants towards the Generalitat Valenciana.

The Generalitat Valenciana reserves the right to suspend, modify or cancel this selection procedure and not to proceed with the conclusion of the contracts at any time and independently of the state of advancement of the procedure, without giving the right to the concerned persons to obtain any compensation or indemnity from the Administration.

Art. 2 Features of the collaboration

1. The Generalitat Valenciana, in its function of hosting institution of the Branch Office for the Western Mediterranean, will stipulate temporary contracts ruled by Spanish law and according to applicable tax and social security laws of Spain.
2. The annual gross salaries will be 39.089.12€ for both junior positions. The gross salary includes all taxes, social security contributions and other charges. The gross salary will be reduced prorated for periods lower than one year.
3. The remuneration foreseen in the contract will be paid on a monthly basis.
4. Travels are foreseen in the Programme cooperation area for the fulfilment of the tasks.

Art. 3 Criteria and requirements for the submission of applications

The people satisfying the following admission criteria by the deadline indicated in this notice can submit their application:

A) General criteria

- a. citizenship of a Member State of the EU, a country that is a beneficiary of the Regulation (EU) No 232/2014 of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument, a country that is a beneficiary of an Instrument for Pre-accession Assistance (IPA II) set by Regulation (EU) No 231/2014 or a Member State of the EEA or a country that is eligible according to articles 8 and 9 of the Regulation (EU) No 236/2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action; Shall the applicant be a citizen of a non EU country, legal residence permission in Spain will be required;
- b. possession of civil and political rights;
- c. absence of sanctions under penal law or of ongoing penal procedures;
- d. never having been deprived nor laid off from public administration and never having been deprived from a position in the public administration for having obtained it by supplying false or absolutely invalid documents;
- e. to be physically and mentally fit to fulfil the tasks assigned;
- f. possession of the admission criteria corresponding to the profile for which the application is made.

B) Specific and mandatory requirements Junior Officer of the Branch Office (Ref. GVAL)

- A level of education corresponding to completed university studies attested by a Diploma;
- Professional experience of at least two years in the management of international/European cooperation programmes/projects, with particular reference to external aid and/or EU funded projects/programmes, preferably on cross-border, trans-national or inter-regional cooperation, specifically in the Euro-Mediterranean area.
- Knowledge of written and spoken English or French corresponding to the C1 level in one of these two languages (First Mandatory Language) and knowledge of the other language (Second Mandatory Language) corresponding to the B2 level of the Common European Framework of Reference for Languages or equivalent;
- Computer literacy.

Art. 4 Description of the profiles Junior Officer of the Branch Office (Ref. GVAL)

a) Main Tasks

- Assistance to the implementation of the delegated and support functions of the Branch Office;
- Assistance to the implementation of information, communication and networking activities addressed to the Western Mediterranean local actors to promote the opportunities and disseminate the results of the Programme;
- Contribution to the organisation of events and production of information material;
- Assistance to the organisation of activities carried out by the MA, JTS, National Contact Points and National Delegations to strengthen the participation of national stakeholders to the calls for proposals;
- Assist the development of communication activities according to the Annual Information and Communication Plan;
- Support the MA and the JTS during the evaluation procedure of proposals submitted to the Second Call for Strategic Projects including the administrative verification of supporting documents;
- Support the MA and the JTS during the launch and management of the projects approved under the First Call for Standard Projects;
- Support the drafting of annual reports and of the final reports;
- Administrative management (including accounting, billing, database management, etc.).
- Translations;

Art. 5 Modalities for the presentation of the applications and deadline

The applications shall be submitted in English or French using the application form (Annex A_EN or Annex A_FR) attached to this notice and available on www.enicbcmec.eu and <http://www.presidencia.gva.es/web/dg-relaciones-ue>

Applications shall be sent by e-mail, indicating “Valencia Branch Office-Reference. GVAL” to the following address: enicbcmec_valencia@gva.es

The deadline for the reception of the applications forms is 15 calendar days (until 12PM), from the day this notice is published.

The following documents shall be attached to the application form, under penalty of exclusion:

- Europass CV¹ in English or French, duly dated and signed, specifying the experience in the sector for which the application is submitted as well as the education;
- non-authenticated scanned copy of a National Identification Document.

¹ <http://europass.cedefop.europa.eu>

- a cover letter, duly dated and signed, briefly describing the experience and qualifications requested in the present notice (maximum one page in French or English);
- scanned copies of all certificates and licenses declared in the CV.
- Evaluation grid (see below)
- Application form, duly dated and signed, specifying the experience in the sector for which the application is submitted as well as the education

Art. 6 Modalities for the selection and the constitution of the ranking lists

First of all, the possession of the admission criteria foreseen in article 3 of this notice and the formal regularity of the submitted applications and attachments will be checked. Applicants not complying with the mandatory requirements and provisions of this notice will be excluded from the selection process. The admission or exclusion will be communicated to the applicants.

The selection process for the admitted candidates consists of two steps:

- 1st step: Preliminary selection of the received applications, based on the CV and on the self-assessment grid. In the 1st step, a ranking list will be established and the first ten (10) candidates will enter the second step.
- 2nd step: the 10 selected candidates will be invited to participate in the final interview aimed at establishing the final ranking list of candidates. The final interview will be held in Valencia and will be conducted by an evaluation committee composed by Managing Authority members, representatives of the Valencia Regional Government and of the Valencia Branch Office.

During the selection procedure, Spanish legislation will apply.

Following the conclusion of the 2nd step, a final ranking list will be established. The two candidates with the highest scores (first one and second one in the ranking list) will be offered hiring.

The selected candidates will be offered a temporary contract of twelve months duration, under Spanish legislation.

Art. 7 Additional merits and points awarded per profile:

- Further professional experience, in addition to the years required as mandatory criteria;
- PhD, Master degree and/or University course of one year duration in a field related to the position (see evaluation grid below), attested by a diploma following completed university studies. Additional completed University studies (also in a field related to the position) and attested by a diploma;
- Knowledge of the Programme languages (languages of the countries participating in the Programme), attested according to the standards of the Common European Framework of Reference for Languages;
- Knowledge of Arabic;
- Experience in the organization of information events and in the management of communication activities related to international/European cooperation programmes/projects;
- Experience in international and multicultural environment;

- Knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENI 2014-2020;
- Good knowledge of the EU institutions and of EU and international policies in the field of External Aid and European Territorial Cooperation.
- Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the West Mediterranean area;

Evaluation Grid - Junior Officer (Ref. GVAL)

1st step tot. 25 points	
Further professional experience, in addition to the 2 years required as mandatory criteria, in the management of international/European cooperation programmes/projects, with particular reference to external aid and/or EU funded projects/programmes, preferably on cross-border, trans-national or inter-regional cooperation, specifically in the Euro-Mediterranean area.	Up to a maximum of 6 points: 1 point for each year of experience (or 0, 5 point for a period of six months) in addition to the 2 years required as mandatory requirement.
PhD, Master degree and/or University courses of one academic year duration. Other completed University studies. All PhD, masters, University courses or University studies taken into consideration will be in a field related to ENI CBC MED Programme (such as international cooperation, international and/or EU project/programme management, etc.) or to the Thematic Objectives of the Programme (Socio-economic development, Innovation, Social Inclusion and Environmental issues).	Up to a maximum of 6 points: PhD: 2 points Additional University degree completed: 2 points Master degree: 2 points University courses (other than Master Degree) of one academic year duration: 1 point
Beyond the mandatory diploma required under Art. 3 b). Knowledge of the languages of Programme participating countries (except Arabic) attested according to the standards of the Common European Framework of Reference for Languages (certificate is required).	Up to a maximum of 6 points: B1: 1 point (except for English and French) B2: 2 points (except for English and French) C1: 3 points (C1 in English/French may be scored 0 or 1 point depending on the selection done under Art.3) C2: 4 points (or 1 point for English/French when it is the first mandatory language (C1 required) and 2 points for English/French when it is the second mandatory language (B2 is required)
Knowledge of Arabic, which will be attested in case the candidates are not nationals from an Arabic speaking	B2 level or higher (only for nationals from non-Arabic countries). Up to a maximum of 2 points.

country.	
Experience in the organization of information events and in the management of communication activities related to international/European cooperation programmes/projects.	Up to a maximum of 3 points.
Experience in international and multicultural environment.	Up to a maximum of 2 points.
2nd step: Interview tot. 12 points	
<p>The interview will assess the following points:</p> <ul style="list-style-type: none"> • knowledge of the Euro-Mediterranean relations and of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Western Mediterranean area (knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI 2007-2013 and under the European Neighbourhood Instrument ENI 2014-2020 will be highly rated). • good communication skills. • knowledge of project management. 	From 0 to 12 points: Evaluation committee assessment

- In case of equal scores awarded, priority will be given to the youngest applicant.
- At any stage of the selection process, candidates must be able to demonstrate or provide supporting documents certifying the activities declared in the application upon request. **Failure to provide the supporting documents certifying the declarations contained in the application will lead to the exclusion from the ranking list.**
- The final ranking lists will become immediately effective and will be published on the Programme official website www.enicbcmmed.eu and on the website of the Generalitat Valenciana, <http://www.presidencia.gva.es/web/dg-relaciones-ue>.

Art. 8 Treatment of personal data

The data submitted in the framework of this notice will be collected and used only for the purpose of the selection procedure, as well as for the management of the possible contracts resulting from this notice. In all cases, the data gathered will be managed in conformity with the EU Regulation 2016/679 from the European Parliament and the European Council of 27 April 2016. In particular, the data referred to non selected candidates or to selected candidates that reject assuming the position will be destructed on the same day of the communication of non-selection or on the day the candidate withdrawal.



Art. 9 Publication of the notice and results of the selection

This notice is elaborated in English and French and published on the official website of the Programme www.enicbcmmed.eu and on the website of the Generalitat Valenciana, <http://www.presidencia.gva.es/web/dg-relaciones-ue>, in Spanish, English and French. The results of the procedure will be published on these two websites.

Art. 10 Various and final provisions

Generalitat Valenciana reserves the right to modify, extend, suspend or revoke entirely or partially this notice. The participation in the selection procedure involves the implicit and unconditional acceptance of the provisions of this notice.

In case of differences between the English, the French and the Spanish version of this Public Notice and its annexes, the English version will prevail.

For any further information, please send your consultation by e-mail: enicbcmmed_valencia@gva.es