



Programme funded by the
EUROPEAN UNION



Romania-Ukraine-Republic of Moldova
CROSS BORDER COOPERATION

GENERAL BACKGROUND

The general objective of the Joint Operational Programme Romania-Ukraine-Republic of Moldova 2007-2013 is to develop and realise cross-border cooperation projects in the specified programme area. In order to achieve its goals the programme is aiming at setting up a professional and effective Joint Technical Secretariat with educated and experienced international staff covering the programme area.

The **Joint Technical Secretariat** (JTS) is responsible for the day-to-day programme management, providing potential applicants with information and advice during the application process and accompanies the applicants until the projects are completed.

The JTS assists the Joint Monitoring Committee and the Joint Managing Authority in carrying out their respective duties.

The Joint Technical Secretariat (JTS) is set up by the Joint Managing Authority (Ministry of Regional Development and Tourism, Romania) after consultation with the National Authorities of the other two participating countries (Ministry of Economy of Ukraine and State Chancellery of the Republic of Moldova).

The JTS will function in two locations within the Regional Office for Cross Border Cooperation Suceava for the Romanian-Ukrainian border and the Regional Office for Cross Border Cooperation Iasi for the Romanian-Moldovan border.

The duties of the JTS include activities related to general programme implementation, technical and administrative management, information and publicity.

More specifically, this includes the preparation of call for proposals; information and publicity activities; the organisation of technical meetings, workshops and info days with the potential applicants and beneficiaries; the participation in the projects selection process and contracting of the selected projects; monitoring progress during the projects implementation; contribution to the regular updating of the programme monitoring system; secretarial tasks in support of the Joint Monitoring Committee including preparation of documents, decisions, minutes and reports.

In order to have a broader view on the programme and the tasks of the JTS please check out the programming document on one of these websites:

<http://www.mdr.ro>, <http://www.brctiasi.ro>, <http://www.ro-ua-md.net>



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IT AND MIS-ETC EXPERT

The full time **IT and MIS-ETC expert** is ensuring smooth working and maintenance of all IT applications, databases and programmes used by JTS staff in monitoring JOP Romania-Ukraine-Republic Moldova 2007-2013 and is the responsible person for the general administration of the day-to-day operations.

► **Tasks**

- To ensure the proper functioning of JOP's applications (electronic registration, databases, IT monitoring system, MIS-ETC and others)
- To manage the local network area
- To load continuously MIS-ETC application with information related to project's implementation and to update these information

► **Profile**

Employment criteria

- University studies (technical, economics)**
- at least 2 years of experience in working with computer hardware, operating systems and troubleshooting**
- Microsoft Office knowledge**
- Creation and maintenance knowledge for a Local Area Network**
- Advanced knowledge of computer hardware, operating systems and troubleshooting**
- Working experience with various Database applications, preferably with Single Management Information System**
- fluent in spoken and written English**

► **Assets**

- work experience in a public and/or private financial organization or institution
- knowledge of project management is valuable
- ambition to work in an international environment
- very good communication skills, creative and problem-solving oriented
- a good team worker
- well organized, able to self manage and prioritize his/her tasks

► **Availability for the job: 1 (at JTS headquarters in Iasi, since September 2010)**



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► **Terms of employment**

The position is based on a full-time contract under the Romanian law. The position is linked with the programming period of the Joint Operational Programme Romania-Ukraine-Republic of Moldova 2007-2013. The job starts in 2010 and lasts until the end of 2016.

► **Application procedure**

The deadline for submitting the application folder is August 20, 2010, at 16:00 hours (Romanian time).

Interested applicants should submit:

- letter of intention (in English)
- CV in European format (in English)
- identity document (copy)
- legal certificate showing not having a criminal record

** Where these official documents are in other language than Romanian/Moldovan, an authorized English translation is requested*

Please declare on the envelope: Application for the JOP RO-UA-MD – IT and MIS- ETC Expert

Only those applications received by the closing date to this vacancy announcement will be eligible for consideration.