

# VACANCIES IN THE JOINT TECHNICAL SECRETARIAT FOR RO-BG PROGRAMME

*The Joint Technical Secretariat of the Cross Border Cooperation Romania-Bulgaria 2007-2013 Programme is searching for full time experts in its Calarasi Office (Romania) to complete its team, as follows:*

- Head of Projects Management Unit - 1 position
- Financial Expert - 1 position
- Project Manager - 2 positions

This is an exciting opportunity to join an international team working in the field of territorial and regional development.

## APPLICATION PROCEDURE

The personal application should include:

- A motivation letter in English of no more than a page, briefly describing the suitability for the position as well as the main job expectations of the candidate. The letter should also include an indication of possible starting dates.

- A detailed Curriculum Vitae - EUROPASS Format in English.

Based on these documents, the recruitment committee will select the candidates who meet the recruitment conditions. During the day of 20th October 2010, the admitted candidates (short-list) will be informed by e-mail about the result and invited for a written test and interview. The written test and interview will be organised on 27th October, 2010, 11 A.M. Also, the short-list with the "accepted" candidates will be posted on the CBC ROC web-site in 20th October 2010.

## SUBMISSION OF APPLICATION

The application should be sent by e-mail only, with following reference:

1) "Application - Head of Projects Management Unit/ Financial Expert/ Project Manager" to the following email address: [liliana.patra@calarasicbc.ro](mailto:liliana.patra@calarasicbc.ro)

All applications will be acknowledged.

Applicant data will be managed according to the Romanian Law on Data Protection 182/2002. Please note that the information submitted by the candidates and the selection process documentation might be shared with the Programme Managing Authority and National Authority, also.

## APPLICATION DEADLINE

18 October 2010, hour 16:00

Only those applications submitted before the closing date of this vacancy announcement will be eligible for consideration!

## INTERVIEWS

Selection tests and interviews with short-listed candidates will be held on 27 of October 2010, at 11.00 a.m, in our offices, Chiciu street, No 2, Calarasi County (please check the attached map).

### Location map CBC ROC/JTS



## TERMS OF EMPLOYMENT

The position will be contracted on behalf of the Cross Border Co-Operation Regional Office Calarasi for the Romanian-Bulgarian Border.

The position is fulltime equivalent, based in Calarasi and governed by Romanian labor law.

## CONTRACTING PERIOD

The selected candidates should take up the assigned position starting as soon as possible.

Successful applicants will be employed by the CBC ROC and will be granted a one/two years contract with the possibility to extend the period, until the end of the Programme's implementation. For 30 days the new employees will have a trial period.

The complete text of the Call, details related to the conditions for the recruitment process for the each position, the bibliography is available at:  
<http://www.calarasicbc.ro>

## \* Rules for organizing and development of the recruitment process

### CONTACT

Details related to the conditions of recruitment process, the bibliography etc: CROSS BORDER CO-OPERATION REGIONAL OFFICE CALARASI FOR THE ROMANIAN - BULGARIAN BORDER headquarters, Mrs. Liliana PĂTRA - HR Department.

Phone no: +40 242 313.091, or by web [www.calarasicbc.ro](http://www.calarasicbc.ro)

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In accordance with Law 315/2004 on regional development in Romania, GEO no. 111/16.11.2004 amending and supplementing Law no. 315/2004 on regional development in Romania, Government Decision no. 2005/2004 establishing institutional framework for coordination, implementation and administration of INTERREG and Cross Border Co-operation Programme Romania-Bulgaria 2007-2013, the Constitutive Act and the Statute endorsed by the Ministry of Regional Development and Housing, Cross Border Co-operation Regional Office Calarasi (CBC ROC) for the Romanian-Bulgarian Border established as the Non-government organization, nonprofit, with legal personality, operating in the field of regional development and cooperation.

The Joint Technical Secretariat (JTS) for the Cross-Border Cooperation Romania-Bulgaria 2007-2013 Programme, is set up within the Cross Border Co-operation Regional Office Calarasi. JTS ensures and is responsible for the fulfilment of the tasks delegated by the Managing Authority (MA) for implementing the Programme; The Joint Technical Secretariat (JTS) cooperates with the Cross-border Cooperation Directorate within the Ministry of Regional Development and Tourism and with the Managing Authority and National Authority.

In order to have a broader view on the programme and the tasks of the JTS please check out the program related documents on one the official web-site of the Programme: [www.cbcrromaniabulgaria.eu](http://www.cbcrromaniabulgaria.eu) or [www.calarasicbc.ro](http://www.calarasicbc.ro).