



GENERALITAT VALENCIANA
BRANCH OFFICE FOR THE WESTERN MEDITERRANEAN OF THE 2007-2013 ENPI CBC
MEDITERRANEAN SEA BASIN PROGRAMME

PUBLIC NOTICE
for the recruitment of the temporary staff of the Branch Office of the 2007-2013
ENPI CBC Mediterranean Sea Basin Programme.

Art. 1 Object of the notice

The Branch Office for the Western Mediterranean of the 2007-2013 ENPI CBC Mediterranean Sea Basin Programme (Generalitat Valenciana) communicates that a selection is launched for the recruitment of the following profiles:

	Location	Job description	n. of positions	Ref.
Branch office	Valencia(E)	Coordinator of the Branch Office for the Western Mediterranean	1	(FVAL)
Branch office	Valencia(E)	Coordinator of the Liaison Office (liaison officer)	1	(GVAL)

Only one application concerning one profile can be presented – under penalty of exclusion.

The publication of this notice, the participation to the selection and the constitution of the short 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 Branch Office (Valencia/Generalitat Valenciana) will stipulate temporary contracts according to Spanish relevant law.
2. The annual gross salary is established at a maximum of € 41.476,12 (forty-one thousand four hundred and seventy-six euros with twelve cents) annual.
This amount will be proportionally reduced 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.
5. The contract will define the specific modalities for the fulfilment of the assigned tasks.
6. The contract will end at 30 September 2015. The contracts may be extended at most until March 31 2016 in the event JMA deems such extension necessary for the closure of the 2007-2013 activities.

Art. 3 Criteria for the presentation of applications

The persons satisfying the following admission criteria by the deadline of this notice can submit their application:

- a) citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-



Accession Assistance (IPA) or a Member State of the EEA; If they are citizens of a non EU member State, 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 know and accept of all the conditions contained in this notice;
- f) possession of the admission criteria corresponding to the profile for which the application is made.

Art. 4 Description of the profiles

Valencia Branch Office

1 Coordinator of the Branch Office for the Western Mediterranean (Ref. FVAL)

a) Main tasks

- Management, coordination and organisation of the activities carried out by the Branch Office.
- Support to the JMA and the JTS in the implementation of information and communication activities addressed to the eligible local actors from the Western Mediterranean, in order to promote the opportunities offered, and to the general public, to illustrate the results and impact of the Programme.
- Participation in the organisation of the initiatives planned by the JMA/JTS, in order to favour the establishment and development of partnerships among actors from the eligible territories.
- Training addressed to potential beneficiaries on issues related to drafting and implementation of projects.
- Support to the JMA and the JTS in the evaluation and capitalisation of the Programme results as well as in their diffusion at national and local level.
- Contribution to the development of communication tools.
- Participation in the implementation of information and visibility activities contained in the information and Communication Plan, with particular reference to the organisation of seminars and to the production of publicity material.
- Support to the JMA/JTS in the drafting of annual reports and final report.
- Management of the Branch Office staff (planning holidays and workload...).
- Periodical reporting to the JMA on the activities implemented by the Branch Office.

b) Qualifications, experience and skills required

1. University degree.
2. Professional experience of at least five 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 interregional cooperation, specifically in the Euro-Mediterranean area.
3. Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid and territorial cooperation.
4. Knowledge of EU and Mediterranean Partner Countries media environment.
5. Fluency in spoken and written English or French together with a good command of the other language.
6. Good level in at least one other language of the Mediterranean area, in particular Arabic.
7. Computer literacy.

c) Additional relevant experience / expertise

1. Polyvalence and flexibility.
2. Ability to work independently and as part of a team.
3. Networking skills.
4. Experience in international and multicultural environment.



5. Availability for frequent travelling.
6. Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Western Mediterranean area.
7. Knowledge of EU Communication and Visibility rules.
8. Skills in Spanish and general knowledge of Spanish administrative system.

1 Coordinator of the Liaison Office (Liaison Officer) (Ref. GVAL)

a) Main Tasks

- Participation in the development of communication tools for the Programme, linking with MED Programme.
- Contribution to the organisation of events and the production of information material for the two programmes.
- Creation of a joint tool for information exchange between the two programmes.
- Elaboration of common tools in order to advice and inform the potential beneficiaries about the opportunities offered respectively by the two programmes.
- Support the JMAs to develop annual reports and final report, in particular about the effective synergies between the two programmes.
- Support to the JMAs and the JTSs in the evaluation and capitalisation of the two Programmes results as well as in their diffusion at national and local level.
- Periodical reporting to the JMA on the activities implemented by the Liaison Office.
- Development of contacts with other Mediterranean cooperation programmes, ensuring exchange of experiences and good practices.

b) Qualifications, experience and skills required

1. University degree.
2. Professional experience of at least five 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, transnational or interregional cooperation, specifically in the Euro-Mediterranean area.
3. Good knowledge of Community Regulations concerning Structural Funds.
4. Knowledge of EU and Mediterranean Partner Countries media environment.
5. Fluency in spoken and written English or French together with a good command of the other language.
6. Good level in at least one other language of the Mediterranean area, in particular Arabic.
7. Computer literacy.

c) Additional relevant experience / expertise

1. Polyvalence and flexibility;
2. Ability to work independently and as part of a team;
3. Networking skills;
4. Experience in international and multicultural environment;
5. Availability for frequent travelling;
6. Good knowledge of institutional, economic and socio-cultural contexts of the countries participating in the Programme, in particular those located in the Western Mediterranean area;
7. Knowledge of EU Communication and Visibility rules;
8. Skills in Spanish and general knowledge of Spanish administrative system.

Art. 5 Modalities for the selection and the constitution of the ranking lists

The selection will be based on three different steps:

- **1st step:** Preliminary selection of the applications received. In the 1st step, a ranking list will be established for each profile: the first ten candidates of each list will enter the second step.
- **2nd step:** Phone interviews, in English, French and Spanish in order to establish a further ranking list. The first 5 candidates for each profile will enter the 3rd step (final Interview).
- **3rd step:** the 5 selected candidates for each profile will participate in the final interview aimed at establishing the final ranking list of candidates. The final interview will be held in Valencia.

The final interviews will be conducted by an evaluation committee established by the Valencia Branch Office. The evaluation committee will be composed of JMA members and representatives of the Valencia Regional Government. The candidates will be informed with a sufficient notice to get visa (as the case may be).

Constitution of ranking lists:

Only the candidates assessed in all the three steps will be included in the final ranking list.

- It will be first checked the possession of the admission criteria foreseen in article 3 of this notice and the formal regularity of the submitted applications and attachments and will exclude the applicants not complying with the provisions of this notice.
- A final ranking list for each profile will be established on the basis of the additional relevant experience. The candidate with the highest score (first one in the ranking list) will be hired.
- The selected candidates will be offered a temporary contract under Spanish legislation.

Points awarded per profile:

Coordinator of the Branch Office for the Western Mediterranean (Ref. FVAL)	
Mandatory skills to access the selection process:	
1) University degree. 2) Professional experience of at least 5 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 interregional cooperation, specifically in the Euro-Mediterranean area. 3) Fluency in spoken and written English or French together with a good command of the other language. 4) Availability for frequent travelling.	
Partial or total missing of the above-mentioned skills is reason for exclusion.	
	1st step tot. 25 points
Professional experience of at least 5 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 interregional cooperation, specifically in the Euro-Mediterranean area	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 5 years required, up to a maximum of 5 points
Experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Good knowledge of EU institutions as well as of EU and international policies in the fields of external aid	0,5 point for each year of experience or for each fraction equal or superior to six months up to a

and territorial cooperation	maximum of 3 point
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	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Knowledge of EU and Mediterranean Partner Countries media environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Knowledge of EU Communication and Visibility rules	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 1 point
Computer literacy	1 point: intermediate level 2 points: advanced level or superior
Good level in at least one other language of the Mediterranean area, in particular Arabic	1 point: intermediate level 2 points: advanced level or superior
Skills in Spanish	1 point: intermediate level 2 points: advanced level or superior
General knowledge of Spanish administrative system	1 point
2nd step tot. 15 points	
Polyvalence and flexibility	On the average: 1 point Superior: 2 point
Ability to work independently and as part of a team	On the average: 1 point Superior: 2 point
Communication skills	Up to a maximum of 6 points
General knowledge of Spanish legal system	1 point
Knowledge of English	1 point: intermediate level 2 points: advanced level or superior
Knowledge of French	1 point: intermediate level 2 points: advanced level or superior
3rd step tot. 5 points	
The candidate must have a sound 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, good communication skills and be familiar with project management	From 0 to 5 points: Evaluation committee assessment

Coordinator of the Liaison Office (liaison officer) (Ref. GVAL)	
Mandatory skills to access the selection process:	
<p>1) University degree. 2) Professional experience of at least 5 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 interregional cooperation, specifically in the Euro-Mediterranean area. 3) Fluency in spoken and written English or French together with a good command of the other language. 4) Availability for frequent travelling.</p> <p style="text-align: center;">Partial or total missing of the above-mentioned skills is reason for exclusion.</p>	
1st step tot. 25 points	
Professional experience of at least 5 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, transnational or	1 point for each year of experience (or 0,5 point for each fraction equal or superior to six months) in addition to the 5 years required, up to a maximum of 5 points

interregional cooperation, specifically in the Euro-Mediterranean area	
Experience in international and multicultural environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Good knowledge or EU institutions as well of EU and international policies in the fields of external aid and territorial cooperation	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points.
Good knowledge of Community Regulations concerning Structural Funds	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Knowledge of EU and Mediterranean Partner Countries media environment	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 3 points
Knowledge of EU Communication and Visibility rules	0,5 point for each year of experience or for each fraction equal or superior to six months up to a maximum of 1 points
Computer literacy	On the average: 1 point Superior: 2 points
Good level in at least one other language of the Mediterranean area, in particular Arabic	1 point: intermediate level 2 points: advanced level or superior
Skills in Spanish	1 point: intermediate level 2 points: advanced level or superior
General knowledge of Spanish administrative system	1 point
2nd step tot. 15 points	
Polyvalence and flexibility	On the average: 1 point Superior: 2 points
Ability to work independently and as part of a team	On the average: 1 point Superior: 2 point
Communication skills	Up to a maximum of 6 points
General knowledge of Spanish legal system	1 point
Knowledge of English	1 point: intermediate level 2 points: advanced level or superior .
Knowledge of French	1 point: intermediate level 2 points: advanced level or superior
3rd step tot. 5 points	
The candidate must have a sound 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, good communication skills and be familiar with project management	From 0 to 5 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. Applicants invited to the final interview must provide the original of all certificates and licenses that have declared, and the original Identification Document.
- **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.enpicbmed.eu and on the website of the Generalitat Valenciana, <http://www.vicepresidencia.gva.es/ca/web/dg-relaciones-ue>



Art. 6 Modalities for the presentation of applications and deadline

The applications shall be submitted in English or French using the request for participation (Annex A_EN or Annex A_FR) annexed to this notice and available on www.enpicbmed.eu and <http://www.vicepresidencia.gva.es/ca/web/dg-relaciones-ue>

Requests will be sent by e-mail, reference "Valencia Branch Office", to the following address: convocatoria_enpi@gva.es, until August 18th 2014.

The requests for participation shall be originally signed, under penalty of exclusion.

The signature is not subject to authentication.

The following documents shall be attached to the request for participation, under penalty of exclusion:

1. CV in English or French, duly dated and signed (drafted according to the model, Annex B_EN or Annex B_FR), specifying the experience in the sector for which the application is submitted as well as the education;
2. non-authenticated photocopy of Identification Document;
3. a cover letter, duly dated and signed, briefly describing (maximum one page in French or English) the experience and qualifications requested in article 5 of the present notice.

Art. 7. 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 coordinated and continuous collaboration contracts resulting from this notice.

Art. 8 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.enpicbmed.eu (only in English and French) and on the website of the Generalitat Valenciana, <http://www.vicepresidencia.gva.es/ca/web/dg-relaciones-ue>, in Spanish, English and French.

The results of the procedure will be published on these two websites. In case of differences among the three versions, the Spanish version prevails.

Art. 9 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.

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