

GENERALITAT VALENCIANA
HOSTING INSTITUTION OF THE BRANCH OFFICE FOR THE WESTERN MEDITERRANEAN
OF THE 2021-2027 INTERREG NEXT MED PROGRAMME

PUBLIC NOTICE
**for the recruitment of the temporary staff of the Branch Office for the Western
Mediterranean**
of the 2021-2027 Interreg NEXT MED Programme

Article 1 Object of the notice

The Branch Office for the Western Mediterranean of the 2021-2027 Interreg NEXT MED Programme (hosted by the Generalitat Valenciana) communicates that a selection is launched for the recruitment of the following profiles:

Site	Location	Job description	Number	Ref.
Branch office	Valencia (ES)	Coordinator of the Branch Office for the Western Mediterranean	1	(CVAL)
Branch office	Valencia (ES)	Programme Officers	2	(OVAL)
Branch office	Valencia (ES)	Junior Communication Officer	1	(JVAL)

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 Regulation (EU) 2021/1059 of the European Parliament and the Council of 24 June 2021, and by the Joint Operational Programme Interreg NEXT MED 2021-2027 (EC Decision No C (2022) 9543).

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.

Article 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 56.450 € for the coordinator position, 47.570 € for the Programme Officer positions and 38.650 € for the Junior Communication Officer position. The gross salary includes all taxes, social security contributions and other charges. The gross salary will be prorated for periods lower than one year.
3. The remuneration foreseen in the contract will be paid on a monthly basis.
4. Frequent travels are foreseen in the Programme cooperation area for the fulfilment of the tasks.

Article 3 Criteria and requirements for the presentation of applications

A) General criteria

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

- a. citizenship of a Member State of the EU, a country that is mentioned in the Annex 1 of the Regulation (EU) 2021/947 of the European Parliament and the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument, a country that is a beneficiary of an Instrument for Pre-accession Assistance (IPA III) set by Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021, establishing the Instrument for Pre-Accession assistance. 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 for each profile

1. Coordinator of the Branch Office (Ref. CVAL)

- A level of education corresponding to completed university studies attested by a Diploma;
- Professional experience of at least **six 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 and French** corresponding to the **C1 level** of the Common European Framework of Reference for Languages or equivalent.
- Computer literacy.
- Availability for frequent travelling and for assuming public presentations.

2. Programme Officers of the Branch Office (Ref. OVAL)

- A level of education corresponding to completed university studies attested by a Diploma.

- Professional experience of at least **four 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 and French** for one position and **English and Arab** for the other and as second option English and French for both positions, corresponding to the **C1 level** of the Common European Framework of Reference for Languages or equivalent.
- Computer literacy.
- Availability for frequent travelling.

3. Communication Junior Officer (Ref. JVAL)

- A level of education corresponding to completed university studies attested by a Diploma.
- Professional experience of at least **2 years** in a field related with the main tasks (see below) of the position as Web Development, management of social networks, edition of videos and contents, etc.
- Knowledge of written and spoken **English** corresponding to the **C1 level** of the Common European Framework of Reference for Languages or equivalent.
- Computer literacy.
- High skills in social networks.
- Availability to travel.

Article 4 Description of the profiles

1. Coordinator of the Branch Office (Ref. CVAL)

Main tasks

- Management, coordination and organisation of the activities carried out by the Branch Office;
- Support to the Programme's Managing Authority (MA) and Joint Secretariat (JS) in the implementation of information, communication and networking activities addressed to the eligible local actors from the Western Mediterranean, in order to promote the opportunities offered and to illustrate the results and impacts of the Programme;
- Participation to the organisation of the initiatives planned by the MA, the JS, the National Delegations, the National Contact Points, as well as by relevant external stakeholders, in order to favour the establishment and development of partnerships among actors from the eligible territories and to properly represent the Programme and disseminate its objectives, functioning, results and impacts;
- Ensuring coordination with National Contact Points (NCP) for all BO's activities where they are involved;
- Support and training addressed to (potential) project beneficiaries on issues related to drafting and implementing projects;
- Support to the MA and the JS in the evaluation and capitalisation of the Programme's results, as well in their diffusion at national and local level;
- Contribution to the development of communication tools in accordance to the Programme's Communication and Information Plan and participation to the implementation of information and visibility activities contained in the Plan;

- Contribution to the evaluation of project proposals as needed;
- Organisation of capitalization activities, including the dissemination of projects results;
- Development of contacts with other Mediterranean initiatives and cooperation programmes, ensuring exchange of experiences and good practices;
- Support to the MA/JS in the drafting of annual reports and final report;
- Management of the Branch Office staff (planning holidays and workload, etc.);
- Periodical report to the MA on the activities implemented by the Branch Office on the basis of the Annual Work Plan;
- Ensure and facilitate the audit of the Branch Office's accounting, in accordance to the EC's implementation rules and Programme's procedures.

2. Programme Officers of the Branch Office (Ref. OVAL)

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;
- Follow-up of the projects funded under the Interreg NEXT MED Programme in the field of communication;
- Contribution to the organisation of events and production of information material;
- Support to Western Mediterranean stakeholders in setting up partnerships, and to project beneficiaries on project implementation;
- Assistance to the organisation of activities carried out by the MA, JS, National Contact Points and National Delegations to strengthen the participation of national stakeholders to the calls for proposals;
- Support to the MA and the JS in the evaluation and capitalisation of the Programme's results, as well in their diffusion at national and local level;
- Assist the evaluation of project proposals as needed.
- Organisation of capitalization activities, including the dissemination of projects results;
- Assist the development of communication activities according to the Annual Information and Communication Plan.
- Support the drafting of the annual reports and of the final report;
- Administrative management (including accounting, billing, database management etc.).

3. Junior Communication Officer (Ref. JVAL)

Main Tasks

- Support the implementation of the communication strategy of the Interreg NEXT MED Programme.
- Contribution to the development of content for the Programme Website and across social media (Facebook, Instagram, LinkedIn, Twitter).
- Support to the design of videos, graphic design, material and other visuals.
- Assistance to the development and implementation of information campaigns on social media.

- Support to the measurement and analysis of Programme presence across the Web and on social media.
- Support to the organization of communication on-site and on-line events.
- Contribution to the development and update of the brand and visual identity of the Programme.
- Assistance to the Branch Office Coordinator and the Programme Officers in their day-to-day communication activities and liaise with the Managing Authority Communication Manager.

Article 5 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 at www.enicbcm.eu and <http://www.presidencia.gva.es/web/dg-relaciones-ue>.

Applications shall be sent by e-mail, with acknowledge of receipt, indicating “Valencia Branch Office – Ref. CVAL” or “Valencia Branch Office – Ref. OVAL”, “Valencia Branch Office - Ref. JVAL”, according to the position applied to the following address: dgrue@gva.es

The deadline for the reception of the application forms is **JUNE 4th, 2023, 23:59, Spanish time**.

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

- Europass CV¹ 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 level of education;
- non-authenticated scanned copy of an Identification Document.
- 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 diplomas declared in the CV. No homologation of diplomas is required. In case of native persons that have obtained their high school and university diploma in their mother language, a C1 or C2 level of the mother language will be granted without certificate.
- Evaluation grid dully filled in.

Based on his/her experience and skills, a same candidate can submit an application for two different profiles, provided that he/she indicates the preferred option in case of selection for both of them.

Article 6 Procedure 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 and its motivation will be communicated to the applicants, giving a five-day period for allegations or corrections, after which a final list of the admitted candidates will be obtained.

¹ <https://europass.cedefop.europa.eu/>

In second place, the selection process for the admitted candidates consists of two steps:

- **1st step:** Preliminary assessment of the received applications, based on the CV and on the self-assessment grid. At the end of this first step, a ranking list according to score will be established for each profile: only the first ten (10) candidates with the best score of each list will proceed to the second step. These ranking lists will also be communicated to the applicants, and published at both web pages, giving a five-day period for allegations or corrections.
- **2nd step:** the 10 preselected candidates for each profile will be invited to participate in the final interview, aimed at establishing the final ranking list of candidates for each position. The final interview will be held in Valencia and will be conducted by an evaluation committee composed by Managing Authority members and representatives of the Valencia Regional Government.

Following the conclusion of the second step, a final ranking list for each profile will be established.

The candidate with the highest score for each position (first one in the ranking list) will be offered hiring, provided all the legal proceedings can be met. In case of resignation of the first candidate, the hiring will be offered to the second one in the ranking list, and so forth.

The selected candidates will be offered a temporary contract under Spanish legislation.

The ranking list might be used for temporary or permanent substitutions, only during the period of Interreg NEXT MED programme, provided that the candidates continue to meet the requirements for the hiring, but the constitution of the mentioned 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.

Article 7 Additional merits to be valued per profile, and scale of points awarded:

- Further professional experience, in addition to the years required as a mandatory criterion as certificated by a working contract or equivalent.
- Additional points related to the years of further professional experience, if it corresponds to Interreg, ENPI or ENI programmes.
- PhD, master's degree and/or University studies of one academic year duration, in a field related to the position (such as international cooperation, international and/or EU project/programme management, human resources management, etc.), attested by a diploma following completed university studies.
- Knowledge of EU languages, attested by a diploma, according to the standards of the Common European Framework of Reference for Languages.
- Knowledge of Arabic or Valencian.
- As for the scores for languages, natives will be awarded C1 or C2 level respectively, only if their high school and/or university studies have been obtained in the mother language.

SCORES FOR ADDITIONAL MERITS

1. Coordinator of the Branch Office (Ref. CVAL) - Maximum 40 points

1st step total 26 points	
<p><u>Professional experience</u></p> <p><u>Further professional experience</u></p> <p>In addition to the 6 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.</p> <p><u>Additional points for further professional experience</u></p> <p>Interreg, ENPI or ENI Programmes or Projects Management</p>	<p><u>Up to a maximum of 11 points of which:</u></p> <p>Up to a maximum of 8 points:</p> <p>0,1 point for each month of experience in addition to the 6 years required as mandatory requirement.</p> <p>Up to a maximum of 3 points:</p> <p>1 additional point per year.</p> <p><u>Evidence:</u> working contracts or any official document from the employer or the public administration with mention of dates and of the nature of the contract and position.</p>
<p><u>Education</u></p> <p>In addition to the Diploma required as mandatory criteria, any PhD, Master's degree and/or university studies of at least one academic year duration, in a field related to the position (such as international cooperation, international and/or EU project/programme management, human resources management, etc.).</p>	<p><u>Up to a maximum of 6 points</u></p> <p>PhD: 3 points.</p> <p>Master's degree: 2 points</p> <p>Other completed University studies of at least 1 year duration: 2 points.</p> <p><u>Evidence:</u> official diploma or certificate delivered by a university or by a university-level organization.</p>
<p><u>Languages</u></p> <p>In addition to the language requirements, knowledge of European languages, attested according to the standards of the Common European Framework of Reference for</p>	<p><u>Up to a maximum of 6 points</u></p> <p>C2 in French or English: 1 point</p> <p>C2 in another EU national language: 3 points</p> <p>C1 in another EU national language: 2 points</p>

<p>Languages. In case of nationals, they will also have obtained high school or university diplomas in their mother language (C1 or C2).</p>	<p>B2 in another EU national language: 1 point</p> <p>Evidence: Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p>
<p><u>Other languages</u></p> <p>Knowledge of Arabic, which will be attested in case the candidates are not nationals from an Arabic speaking country. In case of nationals, they will also have obtained high school or university diplomas in their mother language (C1 or C2).</p> <p>Knowledge of Valencian</p>	<p><u>Up to a maximum of 3 points</u></p> <p>Arabic</p> <p>C2: 3 points C1: 2 points B2: 1 point</p> <p>Evidence: Passeport and studies in Arab (natives) or Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p> <p>Valencian</p> <p>C2: 2 points C1: 1 point B2: 0,5 points</p> <p>Evidence: Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p>
<p>2nd step: Interview total 14 points</p>	
<p>The interview will assess the following points:</p> <ul style="list-style-type: none"> • 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 (knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood Instrument ENI 2014-2020 will be highly rated). • excellent communication skills • familiarity with project management 	<p>From 0 to 14 points: Evaluation committee assessment.</p>

2. Programme Officer (Ref. OVAL) – Maximum 40 points

1st step total 26 points	
<p><u>Professional experience</u></p> <p><u>Further professional experience</u></p> <p>In addition to the 4 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.</p> <p><u>Additional points for further experience</u></p> <p>Interreg, ENPI or ENI Programmes or Projects Management</p>	<p><u>Up to a maximum of 11 points of which:</u></p> <p><u>Up to a maximum of 8 points</u></p> <p>0,1 point for each month of experience in addition to the 4 years required as mandatory requirement.</p> <p><u>Up to a maximum of 3 points</u></p> <p>1 additional point per year.</p> <p><u>Evidence:</u> working contracts or any official document from the employer or the public administration with mention of dates and of the nature of the contract and position.</p>
<p><u>Education</u></p> <p>In addition to the Diploma required as mandatory criteria, any PhD, Master's degree and/or university studies of at least one academic year duration, in a field related to the position (such as international cooperation, international and/or EU project/programme management, human resources management, etc.).</p>	<p><u>Up to a maximum of 6 points</u></p> <p>PhD: 3 points.</p> <p>Master's degree: 2 points</p> <p>Other completed University studies of at least 1 year duration: 2 points.</p> <p><u>Evidence:</u> official diploma or certificate delivered by a university or by a university-level organization.</p>
<p><u>Languages</u></p> <p>In addition to the language requirements, knowledge of European languages, attested according to the standards of the Common European Framework of Reference for Languages. In case of nationals, they will also have obtained high school or university diplomas in their mother language (C1 or C2).</p>	<p><u>Up to a maximum of 6 points</u></p> <p>C2 in French or English: 1 point</p> <p>C2 in another EU national language: 3 points</p> <p>C1 in another EU national language: 2 points</p> <p>B2 in another EU national language: 1 point</p> <p><u>Evidence:</u> Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p>

<p><u>Other languages</u></p> <p>Knowledge of Arabic, which will be attested in case the candidates are not nationals from an Arabic speaking country. In case of nationals, they will also have obtained high school or university diplomas in their mother language (C1 or C2).</p> <p>Knowledge of Valencian</p>	<p><u>Up to a maximum of 3 points</u></p> <p>Arabic</p> <p>C2: 1 point in case Arab is a requirement, 3 points if not.</p> <p>C1: 2 points</p> <p>B2: 1 point</p> <p><u>Evidence:</u> Passeport and studies in Arab (natives) or Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p> <p>Valencian</p> <p>C2: 2 points</p> <p>C1: 1 point</p> <p>B2: 0,5 points</p> <p><u>Evidence:</u> Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p>
<p>2nd step: Interview total 14 points</p>	
<p>The interview will assess the following points:</p> <ul style="list-style-type: none"> • 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 (knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood Instrument ENI 2014-2020 will be highly rated). • excellent communication skills • familiarity with project management 	<p>From 0 to 14 points: Evaluation committee assessment.</p>

3. Communication Junior Officer (Ref. JVAL) – Maximum 33 points

1st step total 21 points	
<p><u>Professional experience</u></p> <p><u>Further professional experience</u></p> <p>In addition to the 2 years required as mandatory criteria, in a job position related with the tasks described above (see article 4).</p> <p><u>Additional points for further professional experience</u></p> <p>Interreg, ENPI or ENI Programmes or Projects Management</p>	<p><u>Up to a maximum of 8 points of which:</u></p> <p><u>Up to a maximum of 5 points</u></p> <p>0,1 point for each month of experience in addition to the 2 years required as mandatory requirement.</p> <p><u>Up to a maximum of 3 points</u></p> <p>1 additional point per year.</p> <p><u>Evidence:</u> working contracts or any official document from the employer or the public administration with mention of dates and of the nature of the contract and position.</p>
<p><u>Education</u></p> <p>In addition to the Diploma required, master's degree and/or University studies of at least one academic year duration, in a field related to the position (see article 4).</p>	<p><u>Up to a maximum of 4 points</u></p> <p>Master's degree: 2 points</p> <p>Other completed University studies of at least 1 year duration: 2 points.</p> <p><u>Evidence:</u> official diploma or certificate delivered by a university or by a university-level organization.</p>
<p><u>Languages</u></p> <p>In addition to the language requirements, knowledge of European languages, attested according to the standards of the Common European Framework of Reference for Languages</p>	<p><u>Up to a maximum of 6 points</u></p> <p>C2 in English: 1 point</p> <p>C2 in another EU national language: 3 points</p> <p>C1 in another EU national language: 2 points</p> <p>B2 in another EU national language: 1 point</p> <p><u>Evidence:</u> Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p>
<p><u>Other languages</u></p> <p>Knowledge of Arabic, which will be attested in case the candidates are not nationals from an Arabic speaking country. In case of nationals, they will also have obtained high school or university</p>	<p><u>Up to a maximum of 3 points</u></p> <p>Arabic</p> <p>C2: 3 points</p>

<p>diplomas in their mother language (C1 or C2).</p> <p>Knowledge of Valencian</p>	<p>C1: 2 points</p> <p>B2: 1 point</p> <p>Evidence: Passeport and studies in Arab (natives) or Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p> <p>Valencian</p> <p>C2: 2 points</p> <p>C1: 1 point</p> <p>B2: 0,5 points</p> <p>Evidence: Diploma or Certificate from an Official Language Institution (School language, University, etc.).</p>
<p>2nd step: Interview total: 12 points</p>	
<p>The interview will assess the following points:</p> <ul style="list-style-type: none"> • excellent knowledge and command of social networks, websites and software related with the creation of Web content and of any virtual content applicable to the Interreg NEXT MED Programme • communication skills • familiarity with project and programme management 	<p>From 0 to 12 points: Evaluation committee assessment</p>

In case of equal scores awarded, priority will be given to the best score obtained in the Step 1. In case of equal scores in Step 1, priority will be given to the best score obtained under the sub-category "further professional experience" and after that, to the best score obtained under the two subsequent sub-categories, "education" and "languages", each considered individually and in the same order as in the evaluation grid.

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 three final ranking lists will become immediately effective and will be published on the Programme official website www.enicbcmed.eu and on the website of the Generalitat Valenciana, <http://www.presidencia.gva.es/web/dg-relaciones-ue>

Article 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. They will be treated according to the General Data Protection Regulation 2016/679 by the European Parliament and the Council of the European Union.

Article 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.enicbcmed.eu and on the website of the Generalitat Valenciana, <http://www.presidencia.gva.es/web/dg-relaciones-ue>, in Spanish, Valencian, English and French. The results of the procedure will be published on these two websites.

Article 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.

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