

Interreg



Co-funded by
the European Union

NEXT Black Sea Basin

TERMS OF REFERENCE



Communication officer
Joint Secretariat

www.blacksea-cbc.net



1. BACKGROUND

The Interreg NEXT Black Sea Basin Programme is an EU cooperation programme with neighbouring regions along the EU external borders.

The Programme eligible area involves eight countries, some of them including their whole national territory (Armenia, Georgia and Republic of Moldova), while the others include those regions closest to the Basin (Bulgaria, Greece, Romania, Türkiye and Ukraine).

The Programme aims to strengthen existing links between participating countries and build new ones in the fields of research and innovation and environmental protection. Its goal is to establish long-lasting transnational links within the Black Sea Basin by financing projects which should deliver clear transnational cooperation impact and benefits, and which demonstrate sustainability of their actions, and synergies and complementarities with other actions in the same field.

Detailed information about the Programme priorities and objectives is available at the following link <https://blacksea-cbc.net/interreg-next-bsb-2021-2027/priorities-and-objectives>.

The Joint Secretariat (JS) is responsible for the day-to-day implementation of the Programme and for fulfilling all the tasks delegated by the Managing Authority (MA) for the implementation of the Programme with regard to the Monitoring Committee (MC) secretariat, project generation, evaluation and selection of the projects, technical, economic and financial monitoring of the projects, information and publicity.

The JS has to be composed of international staff recruited by an evaluation committee made up of representatives of the Managing Authority and the participating countries.

To ensure transparency and to guarantee balanced representation of the participating countries while respecting the principles of equality and non-discrimination, the JS staff is selected through an international open procedure.

The tasks of the JS for the Interreg NEXT Black Sea Basin Programme are fulfilled by the South East Regional Development Agency (SE RDA), Romania.

Following this recruitment procedure, the JS is currently looking for **1 communication officer** with good knowledge of English and at least one of the national languages of the participating countries in the programme: Armenia, Bulgaria, Georgia, Greece, Rep. of Moldova, Romania, Ukraine or Türkiye. Preferably, the participants in the recruitment and selection process will be national of the countries participating in the programme.

2. TASK

The **communication officer** will be responsible for the efficient implementation of information and communication activities of the Programme, providing advice on visibility and communication-related requirements to potential applicants and project beneficiaries.

- Support MA in implementing the communication strategy through annual communication plans;
- Update the Programme website;
- Assist the potential applicants and the beneficiaries on aspects related to the communication and visibility;
- Monitor projects implementation of the Programme visibility rules through reports and monitoring visits;
- Prepare and update factsheets, PowerPoint presentations and other documents;

- Prepare online surveys;
- Support in preparing content for communication, in particular for social media;
- Posting via social media channels of the Programme and monitoring them;
- Support in organising physical and online events and meetings;
- Support in preparing Programme newsletters and any other information/communication materials;
- Support in research for Programme communication;

3. PROFILE

The communication officer is required to have:

- University degree;
- At least 3 years of experience with information and communication activities in international and/or EU-funded projects/programmes proved by the activities undertaken and presented in the CV and supported by the relevant documents (job description, labour contract, recommendation etc.);
- Good knowledge of spoken and written English and of at least one of the national languages of the participating countries in the programme: Armenia, Bulgaria, Georgia, Greece, Republic of Moldova, Romania, Ukraine or Türkiye (the fulfilment of this criteria will be verified based on the information included in the CV and will also be assessed during the interview);
- Very good computer skills: MS Office, Internet;
- Experience in website management systems and online communication tools, proved by the activities undertaken and presented in the CV;
- Knowledge of online applications for editing pictures, preparing info-graphics, informative materials, image and video processing proved by the activities undertaken and presented in the CV.

The above-mentioned criteria are compulsory and will be assessed based on the documentation submitted by the candidate. In case no clear proof is provided, clarifications will be required. In case the requested clarifications will not be submitted in due time (according to the schedule), the application will be rejected.

4. APPLICATION PROCEDURE

Interested applicants shall submit the application **by email until 18.03.2024, containing:**

1. **Up-to-date Resume (CV)** using the Europass format;
2. **Declaration of the applicant regarding personal data** - template in the English language provided, signed (handwritten or electronically) - *Annex to Vacancy Announcement*;
3. **Contact details of two persons** who may provide professional references for the candidate (names, phone numbers and e-mail addresses) and who may be contacted during the recruitment process;
4. **Proof of education** (diplomas attesting a successful completion of the required level of education; diplomas or certificates indicating the completion of training or courses relevant for the position), including unofficial English translation;
5. **Proof of professional experience** (certificates or other relevant documents proving professional work experience, clearly indicating name of employer, starting and finishing dates and the nature of duties carried out, such as official labour documents to demonstrate

that the candidate fits the profile/certificates/ relevant sections of contracts etc.), including unofficial English translation;

6. Motivation letter detailing your professional skills and reasons for applying.

Applications should be sent by e-mail to recruitment@adrse.ro, specifying the position: COMMUNICATION OFFICER ON PERMANENT DURATION.

Original documents shall be presented by successful candidates when concluding the contract.

Please make sure that you send all the requested documents in order to allow a proper evaluation of your professional experience, knowledge, skills and availability and to avoid any delays generated by additional clarifications that might occur during the selection process.

THE DEADLINE FOR SUBMITTING APPLICATIONS IS 18.03.2024. This deadline may be extended in order to have a sufficient number of applications, which could allow the selection of high-quality and experienced officers. In case the deadline is extended, the information will be posted on the Programme website, www.blacksea-cbc.net. Nevertheless, please consider **18.03.2024** as the deadline for submitting the applications.

Only applications received by the closing date of this announcement will be further evaluated. Thus, you must ensure that the email with your application is received in due time.

5. SELECTION CRITERIA

The selection process shall consist of:

1. Selection of CVs (in order to establish the fulfilment of all educational and professional experience included under Section 3 - Profile)

The information included in the CV will be verified together with the supporting documents that must demonstrate that the candidate responds to all requirements included under Section 3 - Profile.

All applications that fulfil the requirements from Section 3 - Profile will be invited to the Interview.

Application files will be evaluated according to the following criteria:

- A. Content of the application file
- B. Mandatory requirements regarding the experience with information and communication activities in international and/or EU-funded projects/programmes
- C. Evaluation of the following criteria based on the information included in the CV and other documents:
 - a. Experience in website management systems and online communication tools, demonstrated on the basis of the CV:
 - at least 1 year of experience - 25 points;
 - more than 1 year experience - 50 points;
 - b. Knowledge of online applications for editing pictures, preparing info-graphics, informative materials, image and video processing:
 - Demonstrated by diplomas/certificates for participating in profile courses, but no proven work experience - 25 points;
 - Demonstrated by diplomas/certificates for participating in profile courses and by work experience (based on information included in CV)
 - at least 1 year of experience - 25 points;

- more than 1 year experience - 50 points;

In order to be declared admitted for the interview, each candidate must cumulatively fulfil the requirements from A, B and at least 50 points from C.

The shortlisted candidates, who will be invited to the interview, will be notified by e-mail sent to the addresses indicated in the CVs.

2. The interview.

As a result of the selection of the applicants from the **first phase** (selection of CVs), each applicant declared admitted will be informed by e-mail sent to the address communicated in the CV regarding the day and time established by the employer when the interview will be held, as **second phase**.

The interview will be held **ONLINE**.

Before starting the interview, each applicant will be informed that the interview is recorded and everyone will give their verbal agreement on this issue.

Applicants will take the responsibility for ensuring the technical conditions for conducting the interview. SE RDA does not assume the responsibility for any technical problems of the applicant in order to access the online platform.

The interview's duration is approximately 30 minutes for each applicant. Connecting with a delay of more than 10 minutes from the time set and communicated to each applicant by e-mail sent to the address indicated in the CV leads to the elimination of the applicant. Interruption during the online interview for more than 10 minutes leads to the elimination of the applicant.

Before starting the interview, SE RDA will verify by video the identity of each applicant by requesting them to present the identification documents.

The interview will take place online, on the Webex platform, accessing the link that will be sent on the e-mail of each applicant, at the date and time set by SE RDA.

The interview will have the scope to assess the knowledge of each candidate and his/her relevance for the position (professional experience, English language).

The online interview will be structured in 2 sections, as follows:

Section 1 „Knowledge regarding the Interreg NEXT Black Sea Basin Programme and its thematic fields” - the score obtained in this section counts for 60% of the total score.

Section 2 - the score obtained in this section counts for 40% of the total score.

Sub-sections:

Communication skills - maximum 50 points

Knowledge of English language - maximum 50 points

The score obtained in section 2 represents the sum of the points obtained for the 2 sub-sections assessed.

The total score consists of:

- 60%: the score obtained for section 1;
- 40%: the score obtained for section 2.

All applicants shall be scored for the interview. Maximum score is 100, passing score is 50.

The final score represents the average of the scores awarded by the members of the selection committee.

The final ranking of the applicants will be established as follows:

- The ranking will be **calculated in descending** order of the score obtained.
- The applicants who obtained a score less than 50 points shall be rejected.

The selected applicant will be contacted for starting the recruitment process and also a reserve list will be set up, with the candidates that had more than 50 points.

For the Bibliography, please see the documents published on the Programme website: <https://blacksea-cbc.net/interreg-next-bsb-2021-2027/programme-documents>.

Any rejected applicant may submit a written complaint by e-mail to the address recruitment@adrse.ro within 2 working days from the date of the email announcing the decision of SERDA on each step of the selection procedure.

9. TERMS OF THE CONTRACT

a. Type of contract

The position will be a full-time contract of permanent duration based on Romanian national legislation in force.

The permanent labour contract will be available for the period of time during which the SE RDA will have the responsibility to implement the Interreg NEXT Black Sea Basin Programme.

In order to verify the employee's skills, at the conclusion of the individual employment contract, a probationary period of 90 calendar days will be established.

According to Romanian legislation, during or at the end of the probationary period, the individual employment contract may be terminated exclusively by written notification, without prior notice, at the initiative of either party, without the need to motivate it.

b. Location

The position will be based at JS's headquarters, which is located in Constanta, 48 A Tomis Blvd, Romania.

The staff of the JS will have to travel occasionally to the MA and SE RDA headquarters and upon request, to other locations where Programme/projects activities are carried out.

c. Payment

The labour contract shall be concluded in Romanian Lei (RON) and the monthly amount of the contract shall be the equivalent of **2,800 Euro (taxes included) (approximately 1,600 Euro net)** at the exchange rate of the European Commission applicable in the month the labour contract is concluded (the monthly exchange rates of the European Commission are published on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm).

An increase may be granted according to the professional performances of the employees and within the allocated budget.

According to the internal provisions of SE RDA, the employees benefit during a calendar year from certain benefits, respectively:

- holiday bonus at the level of a monthly salary;
- bonuses granted on the occasion of various religious holidays.

A fixed instalment payment of 3,100 Euro (taxes included) (approximately 1,800 Euro net amount) shall be paid once to non-residents in order to facilitate obtaining legal forms of employment (covering transport to Romania, accommodation, visa fee, apostille fee, translation costs and other necessary costs). SERDA will support the communication officer in order to fulfil all employment formalities in line with the Romanian legal provisions.

The instalment shall be paid with the first salary payment, after obtaining the work permit and the individual identification code.

Specific terms of employment:

1) The selected persons from EU member states shall undertake the following steps:

- The own statement as concerns the residency in Romania shall be submitted to the General Inspectorate for Immigration Constanta;
- A certificate for recognition of studies shall be issued by the Romanian National Ministry of Education. If the case may be, selected persons should prepare a set of documents to be submitted to the Romanian National Ministry of Education. SE RDA shall assist them in submitting the documents and getting the certificate of recognition of studies. Please note that the procedures of recognition and equivalence of bachelor diplomas does not apply to diplomas obtained in well-known, prestigious universities (please consult the list of well-known, prestigious universities/institutions, attached herewith);
- The individual labour contract will be signed with the respective person. The execution of tasks may start immediately after the signature of the labour contract;
- A registration certificate is needed for getting the individual identification code. The needed documents shall be submitted to the General Inspectorate for Immigration Constanta after signature of the labour contract in Romania;
- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases;
- Criminal record.

IMPORTANT!!

In the absence of the individual identification code, no payments can be made by SE RDA to the persons.

2) The selected persons from non-EU countries shall undertake the following steps:

- A letter for confirming the employment of the non-EU citizens according with the Order no 25/26.08.2014, art. 3 (2c) (with no mandatory condition of obtaining the employment notice) shall be issued by the General Inspectorate for Immigration Constanta;
- The long stay visa for employment purposes shall be obtained. In order to get the long stay visa for employment, selected persons shall submit to the Romanian Embassies/Consular Offices from their country of origin/residence an application file. It is mandatory to make

- proof of the renting contract in order to demonstrate the residency in Romania;
- A certificate for recognition of studies shall be issued by the Romanian National Ministry of Education. If the case may be, selected persons should prepare a set of documents to be submitted to the National Ministry of Education. SE RDA shall assist them in submitting the documents and getting the certificate of recognition of studies. Please note that the procedures of recognition and equivalence of bachelor diplomas does not apply to diplomas obtained in well-known, prestigious universities (please consult the list of well-known, prestigious universities, attached herewith);
 - The individual labour contract shall be signed with the respective person. The execution of tasks may start immediately after the signature of the labour contract;
 - The work permit shall be obtained by submitting the necessary documents to the General Inspectorate for Immigration Constanta. The issuance of the work permit is done in Romania, by Romanian authorities. Based on the work permit, the persons will obtain individual identification codes which will be used for labour contract taxation purposes;
 - Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases;
 - Criminal record.

IMPORTANT!!

In the absence of the individual identification code, no payments can be made by SE RDA to the persons.

3) For Romanian citizens or for other citizens with legal working rights in Romania, the labour contract shall be signed after the submission of the following documents:

- Identity Card - in copy;
- Documents proving length of service until present;
- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological disease;
- Criminal record.

INDICATIVE TIMETABLE FOR SELECTION

| | DATE | TIME |
|---|--------------------|------------------------------|
| Deadline for submission of job applications (CVs and supporting documents) by email | 18.03.2024 | 23:59 hrs. (Romania time) |
| Information by e-mail about the results of the selection of CVs | 26.03.2024 | 23:59 hrs. (Romania time) |
| Submitting the complaints regarding the results of the selection of CVs | 27.03 - 28.03.2024 | N/A |
| Information by e-mail about the results of the complaints regarding the selection of CVs | 01.04.2024 | 23:59 hrs. (Romania time) |
| Interview | 02.04.2024* | N/A |
| Information by e-mail about the results of the interview | 04.04.2024 | 23:59 hrs. (Romania time) |
| Submitting the complaints regarding the results of the interview | 05.04 - 08.04.2024 | 23:59 hrs. (Romania time) |
| Information by e-mail about the results of the complaints regarding the Interview | 10.04.2024 | 23:59 hrs. (Romania time) |

*In case of a large number of candidates who will participate in the interview, the Selection Committee reserves the right to organise the interview over several days. Candidates will be informed in due time about this aspect by e-mail sent to the address communicated in the CV.