

**INTERREG IPA II CBC PROGRAMME**  
**“ITALY-ALBANIA-MONTENEGRO 2014 – 2020”**

**TERMS OF REFERENCE**

**Call for the selection of 1 (one) Financial Officer, located in Tirana**

**Introduction:**

The Interreg IPA CBC Italy-Albania-Montenegro Programme is co-funded by the European Union through the Instrument for Pre-Accession (IPA II). The Programme is managed by Puglia Region - Department for Economic Development, Innovation, Education, Training and Employment. Eligible areas under the Programme are Puglia and Molise regions of Italy, as well as Albania and Montenegro (the whole territory). The Programme’s objective is to promote economic growth and intensify cooperation in the low Adriatic area, by implementing joint actions between national and regional institutional and not-for-profit actors and by fostering smart, inclusive and sustainable development.

The Managing Authority of the Programme is Puglia Region and the Joint Secretariat HQ is located in Bari. In Albania, the National Authority in charge for the coordination of the Programme is the State Agency for Strategic Programming and Aid Coordination (SASPAC) while a National Info Point (NIP) Office is established in Tirana. The National Authority is responsible for the functioning of the management and control system in Albania, in particular that the compliance with the applicable EU and national rules is assured for all expenditures of Albanian beneficiaries<sup>1</sup>.

SASPAC is also the beneficiary of the Technical Assistance Project in the framework of IT-AL-MNE Programme. The aim of this project is to support the Operating Structure within the Agency in the implementation of the Programme. The main functions of the Financial Officer are to ensure a sound financial and budgetary management of the Project.

The Financial Officer shall perform the following main tasks:

- execution and coordination of the financial transactions for the implementation of the TA project;

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<sup>1</sup> In compliance with art. 37 (1) of the Commission Implementing Regulation IPA (EU) No 447/2014, recalling article 125 of Regulation (EU) No 1303/2013 and Article 23(1), (2), (4) and (5) of Regulation (EU) No 1299/2013.

- monitor the Project Budget, the state of progress of payment claims and related financial issues in general;
- assist in the preparation of reports and payment requests for reimbursement and ensure the internal quality control of payments and accountings referred to TA expenses;
- submit the TA expenses in eMS (electronic Monitoring System) system;
- collaborates with AM and JS staff in all operational steps relating financial procedures;
- cooperate with other Programme bodies (First Level Control Office) for the smoothest implementation of the project;
- provide inputs to the annual reporting and other specific financial issues that may arise during the Programme lifetime;
- support Operating Structures on administrative matters and procurement;
- maintains a specific system for identifying the VAT liability and its reimbursement;
- arrangement of insurances and taxes/obligations to the state for employees involved in the project and other stakeholders interacting with the project;
- other tasks within the framework of Programme activities as required by the Operating Structure.

### **Required Qualifications**

1. University Degree in Economic/Finance, preferably a Master's Degree;
2. At least 3 years of professional experience in finance, procurement and administration functions;
3. Experience in the financial and administrative management of donor funded development projects, particularly EU funded projects.
4. Knowledge of relevant EU regulations, Programme rules and national laws and regulations in place;
5. Good knowledge of public procurement procedures (national and PRAG rules);
6. Advanced level of English language, both spoken and written (at least C1); able to prepare documents in standard English and communicate effectively with relevant authorities, when needed;
7. A clean criminal record, as well as no disciplinary record, connected to failures in fulfilling accountancy or financial management tasks.

### **Specific professional experience**

1. Experience in preparation of financial reports;
2. Experience in procurement of goods and services;
3. Strong analytical skills with high attention to detail and accuracy;
4. Good writing, facilitation and communication skills;

5. Able to propose solutions for transnational administrative procedures related to financial management, including legal settings, audit and control requirements;
6. Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
7. Very good communication skills, creative and problem-solving oriented.

## **Administrative Elements**

### **1. *Contesters/participants will be asked to have:***

- a. Good Knowledge of the Interreg Programme Itali-Albania – Montenegro:  
<https://www.italy-albania-montenegro.eu/>
- b. Good Knowledge of PRAG Rules:  
<https://wikis.ec.europa.eu/display/ExactExternalWiki>
- c. Good knowledge of the Albanian Labor Code:  
<https://qbz.gov.al/preview/c1c18a6c-5f3e-457d-b931-de505b3c7ed0>

### **2. *Evaluation.***

- a. Their qualification will be done based upon the above **qualification requirements**.
- b. Contesters/participants qualified to enter the test will be evaluated based on the following norms:
  - b1. Dossier: up to 15 points.
  - b2. Oral testing: up to 25 points.
  - b3. Written testing: up to 60 points.

The final selection will be for the best of those who reach more than 70 points in total.