



HELLENIC REPUBLIC  
**MINISTRY OF  
 DEVELOPMENT AND INVESTMENTS**



**SPECIAL SECRETARIAT  
 FOR ERDF AND CF PROGRAMMES**

**MANAGING AUTHORITY OF EUROPEAN  
 TERRITORIAL COOPERATION PROGRAMMES**

**“INTERREG IPA CBC PROGRAMME GREECE – ALBANIA 2014 - 2020”**

**CO-FINANCED BY THE INSTRUMENT FOR PRE-ACCESSION  
 ASSISTANCE (IPA II)**

**CALL FOR EXPRESSION OF INTEREST**

The Managing Authority (M.A.) of European Territorial Cooperation Programmes, with the support of the Management Organization Unit of Development Programmes (M.O.U. S.A.)<sup>1</sup>, issues a public call for expression of interest, in order to proceed with the **recruitment of staff for one (1) position** in the Joint Secretariat (J.S.) of the Interreg IPA CBC Programme “Greece - Albania 2014-2020”, as foreseen in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reform and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended by the Joint Ministerial Decisions 302081/YD4193/3-11-2017 (Official Journal 3986/B/15-11-2017), 301870/YΔ4798/04-10-2018 (Official Journal 4727/B/22-10-2018) and 300225/YD570 (Official Journal 409/B/14-02-2019) of the Minister of Economy & Development and the Minister of Administrative Reform and as foreseen in the relevant Decision of the M.O.U. S.A. concerning the payroll expenses (Internet Uploading Number-ADA: 608B46ΨΧΨΤ-1Γ4).

All interested applicants are requested to submit their application for the post described below:

<sup>1</sup> The Management Organization Unit of Development Programmes (MOU S.A.) is a non – profit – making institution within the broader public sector which reports to the Greek Minister of Development & Investments. Its purpose is to assist public authorities in the effective management of EU-funded programmes.

**“Administrative Assistant”**

The post is based in Thessaloniki, Greece, reports to and is supervised by the Managing Authority of European Territorial Cooperation Programmes. According to the above mentioned Joint Ministerial Decision, the Joint Secretariat supports the Managing Authority, the Monitoring Committee and the Certifying Authority of the above mentioned Cooperation Programme in fulfilling their respective responsibilities.

The selection for the JS post is performed by a Selection Committee in which the Partner State, the Managing Authority and the M.O.U. S.A. participate. It is chaired by the Special Secretariat for ERDF and CF Programmes of the Hellenic Ministry of Development and Investments as the representative of Greece in the Programme.

The selection procedure is described in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Ministry of Interior and Administrative Reconstruction and the Ministry of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended and in force. Parts of the selection procedure may be implemented on line, if it is imposed by emergency or/ and if it is foreseen by the legal framework.

The selected applicant will be employed by M.O.U. S.A. according to the provisions of Laws 4354/2015 (OJ 176/A/16-12-2015) and 4452/2017 (OJ 17/A/15-02-2017) and 4314/2014 (OJ 265/A/23-12- 2014) and will be granted a two-year contract subject to a six (6) months trial period. The contract may be renewed until the end of the implementation period of the Programme.

A selected applicant coming from the public and wider public sector of Greece and MOU S.A., will be subject to the specific provisions set out in the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interior and Administrative Reconstruction and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as amended and in force, available at [www.interreg.gr](http://www.interreg.gr)

The official working language of the Programme is English.

Applicants that fulfill the required qualifications will be interviewed in English.

Employment contract will be governed by Greek law, signed in Greek and translated in English (for non-Greek applicants) under the responsibility of M.O.U. S.A.

**Position: Administrative Assistant**

<b>Job title</b>	<b>Administrative Assistant</b> Reports to the Coordinator of the JS
Vacancies	One (1)

<b>Job Description</b>	<p>Everyday management of JS administrative support activities. Specifically, the Administrative Assistant is responsible for:</p> <ul style="list-style-type: none"> <li>• Carrying out administrative work such as archiving, typing, copying, scanning, etc.,</li> <li>• The management of operational activities of the JS: travel plans, seminars, project meetings, organization of events, etc.,</li> <li>• The management of JS work plan and time schedule as decided by the Coordinator (including staff issues),</li> <li>• Drafting of the official correspondence of the JS, providing contact lists (mailing lists, general contact information, etc.) of internal and external environment, drafting of minutes, etc.,</li> <li>• Preparation of cooperation face-to-face and/or virtual meetings;</li> <li>• Contributing to activity reporting of the JS to the MA,</li> <li>• Providing assistance to the Coordinator and the other JS members in management of daily activities,</li> <li>• Providing assistance in the implementation of communication activities,</li> <li>• Providing assistance in the implementation of technical assistance activities.</li> <li>• The Administrative Assistant may be asked by the JS Coordinator to support the implementation of projects, undertaking responsibilities of a Project Officer (if needed)</li> </ul>
<b>Required qualifications</b>	<ul style="list-style-type: none"> <li>• At least secondary level education qualifications (educational background must be proven by submitting the respective degree in English or translated in English);</li> <li>• At least one (1) year of concrete professional experience on secretariat and administrative assistance work (professional experience must be proven by submitting social security documentation and copies of employment contracts or a written confirmation from the applicant's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or translated in English);</li> <li>• Very good knowledge of English Language (Level C1), to be proven by examination/ interview, accompanied by advanced (C1) certificate or equivalent from an authorized institution. If English is the applicant's native language no proof is requested;</li> <li>• Computer literacy skills (drafting/processing of documents, preparation of presentations, use of data bases and monitoring procedures and systems, editing of information and publicity documents/ web-pages/other material, social media etc;</li> </ul>
<b>Additional qualifications to be considered as assets</b>	<ul style="list-style-type: none"> <li>• Recognised university degree (Bachelor's Degree, following the respective EU legislation) in any field, as accepted by the public sector of the applicant's country of citizenship (educational background must be proven by submitting the respective degree in English or translated in English);</li> <li>• Relevant certification on secretarial and administrative assistance work;</li> <li>• Professional experience in European Territorial Cooperation Programmes, preferably within the eligible Programme area (professional experience must be proven by submitting social security documentation and copies of employment contracts or a written confirmation from the applicant's employer for Greek applicants and the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or translated in English);</li> <li>• Professional experience in communication activities</li> </ul>

	<ul style="list-style-type: none"> <li>• Fluency or at least good Knowledge (min Level B2) of a second foreign language, preferably in the language of the other state participating in the Programme;</li> <li>• Team work skills within a multicultural environment;</li> <li>• Ability to manage office procedures so as to ensure effective delivery of services</li> <li>• Strong negotiating, networking and effective communication skills in multicultural environments</li> <li>• Intercultural approach;</li> <li>• Ability to work under pressure;</li> <li>• Excellent writing and presentation skills;</li> <li>• Flexible approach to work;</li> <li>• Familiarity with objective based planning and implementation of strategies and plans;</li> <li>• Willingness to travel under short notice and work flexible hours</li> </ul>
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### Application procedure

Interested applicants should submit in hard copy

- a motivation letter in English, expressing their interest for the position and supporting why they consider themselves the suitable candidate for the position.
- a CV (according to the European Curriculum Vitae in English, available at <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae> )
- Degrees/ Certificates, relating to the relevant education, training, computer and language skills (*educational background documents must be proven by submitting the respective degree/document in English or if not in English accompanied by English translation*);
- Prior working experience certificates (*professional experience must be proven by submitting social security documentation **and**:*
  - *copies of employment contracts or*
  - *a written confirmation from the applicant's employer for Greek applicants or the respective official documents for non-Greek applicants, to be verified by the committee during the required qualifications assessment – in English or if not in English accompanied by English translation* );
- Copy of a valid Identification Document, with the original signature of the applicant on it;
- In case military service is obligatory in the country of citizenship, applicants must have fulfilled this obligation (*the applicant must submit the relevant official document in English or if not in English accompanied by English translation*).

All applicants should specifically mention the position, which they apply for, in both motivation letter and CV. All required documentation must be included in the application form when submitted. Documents submitted after the deadline will not be taken under consideration.

The CVs and supporting documents submitted shall be examined in order to assess the compliance with the selection criteria. The Selection Committee will evaluate the education and length of professional experience of the applicants, as stated under the required qualifications rubric, based on the documentation submitted. All applicants meeting the required qualifications will be invited to an interview where their qualitative professional experience and respective qualifications and competencies will be assessed.

Knowledge of English Language (Level C1) will be - additionally to the respective certificate - proven by written examination and interview, which might be conducted virtually.

The Selection Committee will select the appropriate applicant taking into account the sum of the applicants' scores in the CV evaluation and the interview (and the Written Test, if applicable). The Selection Committee will draw up a ranking list of the interviewed applicants. In each stage of the selection procedure all applicants will be notified by e-mail sent to the addresses indicated in the CVs. The selection procedure is concluded with the issue of a decision of the Minister of Development and Investments following the proposal of the Selection Committee.

In case the selected applicant will reject the position offered, the contract will be offered by MOU S.A. to the next applicant, according to the ranking list.

In the event that more than one applicants reach the top of the ranking list, with the same score, then a second round of interviews is foreseen, limited only to those applicants.

**All documents should be submitted in copies of the original documents and, if not in English, accompanied by English translations.** Verified copies and official translations of originals will be submitted by the selected applicant before the signing of the contract with MOU SA. Failure to submit verified copies of the originals shall automatically mean the rejection of the applicant.

Before signing an employment contract with M.O.U. S.A. the selected applicant will be asked to provide an official document, in English, issued by the country of his/her origin or domicile, attesting that he/she has no criminal record.

All applicants may submit their expression of interest and all supporting documents **by post (registered post or courier) to M.O.U. S.A., 78A Louizis Riankour Street, GR-115 24 Athens**, Human Resources Management Department, **by 02-07-2021 at the latest**. The date of submission will be verified by the post/courier stamp/deposit slip. An application submitted after the above deadline will automatically be rejected.

All personal information included in the expression of interest is confidential. Prior applications to M.O.U. S.A will not be considered. In any case, submission of an expression of interest is compulsory.

**For information please contact:**

- **MOU S.A.** (Human Resources Management Department, 10:00 – 15:00)  
78A Louizis Riankour Street, GR-115 24 Athens, Greece,  
tel: +30 2131310222/ +30 2131310295

Or the

- **Managing Authority of European Territorial Cooperation Programmes**  
65, Georgikis Scholis Avenue  
57001, Pylaia, Thessaloniki, Greece  
Telephone: +30 2310 469600  
Fax.: +30 2310 469602  
e-mail: [interreg@mou.gr](mailto:interreg@mou.gr)  
Site: [www.interreg.gr](http://www.interreg.gr)

**Available at [www.interreg.gr](http://www.interreg.gr) are**

1. The INTERREG IPA CBC PROGRAMME "GREECE- ALBANIA 2014 - 2020" Programming Document,
2. The Joint Ministerial Decision 300539/YD1605/14-04-2016 (OJ 1453/τΒ'/24-05-2016)
3. The Joint Ministerial Decision 302081/YD4193/03-11-2017 (OJ 3986/τΒ'/15-11-2017)
4. The Joint Ministerial Decision 301870/YD4798/04-10-2018 (OJ 4727/τΒ'/22-10-2018)
5. The Joint Ministerial Decision 300225/YD570/25-01-2019 (OJ 409/τΒ'/14-02-2019)

**Personal data protection**

MOU S.A. collects and processes the personal data you submit according to the provisions of Regulation 2016/679 «GDPR» and its implementation measures according to Law 4624/2019 (Official Journal 137/A'/29-8-2019) as in force, the application procedure set out above in compliance with the provisions of the Joint Ministerial Decision 300539/YD1605/14-4-2016 of the Minister of Interiors and Administrative Reformation and the Minister of Economy, Development and Tourism (Official Journal 1453/B/24-05-2016), as modified with the Joint Ministerial Decision 302081/YD4193/3-11-2017 of the Minister of Economy & Development and the Minister of Administrative Reformation (Official Journal 3986/B/15-11-2017) and – concerning the payroll expenses- in compliance with Decision no 551 of Management Organization Unit's Directors' Board (Internet Uploading Number – ADA: 6ΠΦΘ46ΨΧΨΤ-

ΙΨΠ)with the purpose of recruiting one (1) employee in the Joint Secretariat (J.S.) of the INTERREG IPA CBC PROGRAMME "GREECE- ALBANIA 2014 - 2020" in Thessaloniki, Greece.

Recipients of the above data are also the Selection Committee, the Managing Authority (M.A.) of European Territorial Cooperation Programmes, and the Ministry of Development and Investments under the conditions specified in the above legal framework and the present call for expression of interest.

The above data are confidential and cannot be transferred to any other third party. They are stored for as long as it is required for the purpose for which they are obtained and they are secured according to safety standards set out in European Laws for personal data protection.

You are entitled to request access to your personal data, rectification/erasure of your personal data, restriction of processing, objection to the processing and/or to exercise your right to data portability according to the General Data Protection Regulation, (EU) 2016/679. A request for the erasure of your personal data during the recruitment process shall be equivalent to withdrawing your expression of interest/application.

MOU S.A. will examine your request and will respond to you within one month of receipt of the request.

If you are dissatisfied with our use of your data or with the response to your queries regarding the exercise of your above rights you have the right to lodge a complaint with the supervisory authority.

You may exercise your rights described above by contacting MOU SA via telephone: 2131310100, by e-mail: [webmaster@mou.gr](mailto:webmaster@mou.gr), or by writing to us at 78<sup>A</sup> Louizis Riankour Str., Athens, 11524.