



NOTICE REF. 281/19 OF 19/02/2019
JOB SELECTION FOR A LOCAL FINANCIAL OFFICER

The Project "SUPPORT TO FISHERY SECTOR" is an EU funded project that will be jointly implemented by a EU (Italy, Belgium) consortium of public institutions with the Albanian Ministry of Agriculture and Fishery, and with the Albanian Fishery Inspectorate. EU Project Applicant Administration is the Italian Shipping Academy Foundation, in cooperation with the Italian Ministry of Agriculture, the Italian Coast Guard – Harbour Master's Corp Headquarters and the Belgian Research Institute ILVO.

The objective of this project is to increase the contribution of fishery sector to the economic development of Albania by improving management and protection of fishery resources in line with the EU Common Fishery Policy.

The Albanian Ministry of Agriculture will host an Italian team of experts for the 42 months of duration of the project, and a local project staff.

According to its employee recruitment regulation, the ITALIAN SHIPPING ACADEMY publishes this notice for selection of n°1 **LOCAL FINANCIAL OFFICER** position according to the points listed below.

N° of job vacancy	1
Contract Type	Contract in a full-time regime (36 hours per week)
Requirements	<ul style="list-style-type: none">• Albanian residence• Relevant University degree• Excellent oral and written communication skills in Albanian, English and Italian languages• Experienced in day-to-day provision of financial and administrative support to international projects funded by the EU• Experience in office management and project administration• Experience of EU funded projects, experience or knowledge of Grant programme• Excellent Computer skills (MS Word, Excel, Outlook, PowerPoint, Internet, etc.).• Proved organisational skills• Excellent inter-personal and communication skills, ability to work in a team in a multi-cultural environment• Driving licence and local knowledge.

Fondazione Istituto tecnico superiore per la mobilità sostenibile – Settori trasporti marittimi e pesca
FONDAZIONE ACCADEMIA ITALIANA DELLA MARINA MERCANTILE – VIA ODERICO 10 – 16145 GENOVA
C.F. 01597860996 – P.IVA 02092180997– www.accademiamarinamercantile.it - Fondo di dotazione: 294.254,00 euro.
Iscrizione nel Registro delle Persone giuridiche presso la Prefettura di Genova - n. d'ordine 101



Professional profile required	Local Financial Officer
Contract Level	To be determined, according to the Albanian labour law
Tasks	<ul style="list-style-type: none"> • Providing financial and administrative management to the project (organization, collection of documents and record keeping of the payments to be done in Albania); • Ensuring the maintenance and reconciliation of project's basic accounting records (project journal, payment certificates, financial reports, preparation of time sheets for experts and local staff to be submitted to the signature of Team Leader for approval); • Providing office management and administrative assistance to the project, for what concerns the financial administration of the project (record-keeping, correspondence, maintenance of appropriate archives of source records to ensure adequate documentation of the project), archiving of financial documentation (invoices, etc.); • Preparation of the Project Financial Interim and Final reports, according to the relevant EU procedures and the project contract. • Assisting the project in the logistical organization of project-related workshops and seminars: <ul style="list-style-type: none"> • selection of participants and issuance of invitations, preparation of minutes of meetings.
Contract Start and Ending	The contract is expected to start in March 2019 and will end in May 2022
Work Place	Tirana (Albania)
Total gross monthly salary	To be determined, according to the Albanian labour law

TERMS FOR APPLY

The application must be presented using the form above, also available on the website <https://accademiamarinamercantile.it/lavora-con-noi/> accompanied by a detailed curriculum, written in the European format, dated and signed.

The following documents should be annexed in scanned versions to the application:

- Certificate of language knowledge (if it is available)
- References from previous employer(s) (if it is available)

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CERTIFICATA UNI EN ISO 9001



MEMBER OF

The application must be sent to the following address: **ITALIAN SHIPPING ACADEMY, Via Oderico 10, 16145, GENOA within the 12/03/2019** by this way:

- hand delivery
- mail pec faimm@pec.it
- ordinary mail: petrolo@faimm.it **and** giordano.c@imssea.org

The ACADEMY assumes no responsibility for the non-delivery within the deadline, in any case.

COMPARATIVE EVALUATION OF CANDIDATES AND JUDGING COMMISSION

1) The Commission will proceed to the selection through a first selective evaluation of the curricula and the qualifications, taking into account the following elements:

- a) Educational qualifications and professional qualifications
- b) experiences already done in the sector of the activity

Each member of the Commission will make his own evaluation by giving a vote from 0 to 30.

A ranking list will result from the arithmetic average of the marks obtained from all the members of the commission: only candidates who have obtained an average score of no less than 21/30 will be admitted to the second phase of the comparative procedure.

2) Interview for the verification of the requirements

The Commission will publish on the website the list of those admitted to the second phase as well as the schedule of the job interviews.

Each member of the Commission will make his own evaluation assigning to each candidate a vote from 0 to 30.

The selection will be awarded on the basis of the highest grade.

The score assignment carried out in the first phase is intended solely for the purposes of admission to the interview, without any influence on the final evaluation.

In the case that the candidate renounces the job, the same will be proposed to the second in the ranking and so on.

The Evaluation Committee reserves the right not to assign the assignment if none of the candidates presented is deemed fit for the tasks.

The evaluation procedure will end with the consequent stipulation of the work contract, subject to prior approval by the Executive Academy Committee

The selected name will be published on the ACADEMY website no later than 7 days from the date of assignment.

PERSONAL DATA PROTECTION

The Foundation will process all personal data present in the application just for the participation of the candidates to the present job selection.

The legal basis of the data treatment is on Art. 6.1 letter "e" and in art.9 and 10 of the GDPR.

The Data Controller will be Daniela Fara, whose contact details are:

E-mail: fara.d@accademiamarinamercantile.it

PEC: faimm@pec.it

The contact details of the Data Protection Officer (RPD / DPO) are:

E-mail: ebiagi09@gmail.com

General Director
Dott.ssa Daniela Fara



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Date and place: _____

To General Director Daniela Fara,
Italian Shipping Academy
Via Oderico 10,
16145, Genova

Object: application for job selection. Notice ref. _____ of _____

Name _____ Surname _____

Born in _____

Resident in _____

Telephone or mail _____

I would like to present my application for the vacant job position indicated in the notice in question.

To this end I declare:

- a) not to have received criminal convictions and not be the recipient of measures concerning the application of preventive measures, civil decisions and administrative measures entered in the court case;
- b) do not have any incompatibility reasons established by law with reference to the subject of the employment relationship;
- c) I am in possession of the requirements indicated in the notice

For this purpose I enclose a copy of my i.d.

I authorize the process of my personal data according to D.Lgs 196 of 30/06/2003 and art. 13 GDPR (EU Regulation 2016/679) for the purposes of this specific job selection.

Best regards,

Sign

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