

Higher Education Evidence Based Policy Making

SELECTION CALL FOR APPLICATIONS 02.08.2012 (2)

Selection call for applications

1. Institution: The Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI)

2. Project: Higher Education Evidence Based Policy Making: a necessary premise for progress in Romania, code: 34912

3. Domain: Acquisitions expert

4. Level: collaboration

5. Objective: Operative attributions on the acquisition of goods and services in accordance with Government Ordinance no. 34/2006 with subsequent modifications, periodical reporting on the status of acquisitions contract management.

6. Activities in which the expert will be involved:

Activity 1.3 Project management, supervising all project activities, externalized ones included

7. Responsibilities of the experts:

- Elaborating and yearly updating the acquisitions list;
- Approving the purchase requisitions elaborated by the activity manager, elaborating explanatory notes and observing the acquisitions calendar;
- Elaborating data sheets, preparing and monitoring the acquisition procedures, overseeing the legal procedures (participating in the receiving and evaluation of offers, elaborating evaluation reports and notifications for selected / non-selected suppliers - whenever necessary);
- Contracts assignment;
- Elaborating the public acquisitions file;
- Monitoring the acquisitions contracts for a good implementation, observing the contractual agreements and preparing the payment documents;
- Monitoring the overall acquisitions cycle, from posting the adds until contract finalization;

- Preparation of monitoring the acquisition status.

7. Specific requirements (qualifications and expertise):

- university degree;
- experience in the field of public policies at national and international level;
- work experience: minimum 5 years;
- work experience in a similar position: minimum 5 years;
- computer skills - Windows, Microsoft Office, graphic editing programs;
- English.

8. Knowledge and specific skills:

- efficiency in time management;
- professional approach and confidentiality concerning the project objectives;
- experience in European projects;

9. Activity timeframe:

The activity is scheduled to take place between 20 August 2012 - 17 February 2013.

10. Applications:

The applications will be submitted via e-mail at secretariat-podca@uefiscdi.ro or at the postal address 3, Calea Plevnei St., Bucharest, no later than 13 August 2012, containing:

- letter of intent;
- CV (Europass);
- Copies of diplomas and other relevant documents.

Available positions: 3