

Higher Education Evidence Based Policy Making

SELECTION CALL FOR APPLICATIONS 02.08.2012 (3)

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: Financial expert

4. Level: collaboration

5. Objective: Involvement in reporting activities, financial management and observing the project budget, ensuring technical assistance in human resources 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:

- Assistance and collaboration in preparing financial reports and financial previsions;
- Assistance and collaboration in preparing employment documentation, expenses detailing in accordance with project eligibility criteria and national / European framework;
- Advising the UEFISCDI team on verification / observing of contractual provisions, eligibility criteria in the national / European framework for the specific project expenses;
- Providing support with external auditors and accounting;
- Advising the project manager on all financial aspects, ensuring their correlation with specific project policies and activities;
- Elaborating reports, financial and budgetary planning for the project manager;
- Collaboration with the financial, scientific and specialty personnel to ensure the correlation of project activities with the financial aspects, collaboration with all activity managers for a smooth integration of activities and financial flows;
- Provides support in the elaboration of project budget financial predictions or other reports requested by AMPODCA;
- Collaboration with institution representatives in elaborating the project budget;

- Provides support in preparing the reimbursement forms;
- Provides expertise in any financial aspect, as requested by the beneficiary.

8. Specific requirements (qualifications and expertise):

- Specialized university degree;
- Economics training;
- Training courses in project management, financial management.

9. Knowledge and specific skills:

- work experience: minimum 5 years;
- work experience in a similar position: minimum 3 years;
- computer skills - Windows, Microsoft Office, graphic editing programs;
- English - advanced level;
- Second foreign language - advanced level.

10. Activity timeframe:

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

11. 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.

12. Available positions: 2