

Anexa nr. 2

Nr. 1569/05.02.2019 (înregistrat la Registratura UPT)

ANUNȚ RECRUTARE ȘI SELECȚIE PERSONAL ÎN CADRUL PROIECTULUI cu titlul "Forming of network for enhancing environmental protection from pollutants of mining cross border areas", acronim NETMIN, număr de referință proiect RORS-308,

Universitatea Politehnica Timișoara, în calitate de beneficiar în cadrul Proiectului
"Forming of network for enhancing environmental protection from pollutants of mining
cross border areas", acronim NETMIN, număr de referință proiect RORS-308,

ANUNȚĂ

recrutarea și selecția personalului în cadrul proiectului mai sus numit pentru
următoarele posturi:

Nr. crt	Funcția (conform cererii/ contractului de finanțare)	Principalele atribuțiile postului	Cerințe pentru ocuparea postului (studii, vechime, etc) ¹	Observații
1.	FINANCIAL MANAGER	Main responsibilities: - Financial activities according to the project pre-contracting phase and project budget (staff payments, consultancy, external expertise and other external services payments, Equipment and goods payments, Information and publicity payments) - Accounting records for the project during implementation - Filing in accounting documents of the project during implementation - Accounting of material resources - Associated (financial operations) to the elaboration of consolidated and partner progress reports - Associated (financial operations) to activity planning of the project - Accounting cost and operational resource planning - Participates to the implementation team meetings - Participates to the Joint Steering Committee meetings	Qualifications: Diploma in Economic sciences Language skills - English – good reading, speaking and writing Professional experience: minimum 15 years	
2.	MANAGER FOR NETWORK	Main responsibilities: - Coordinates the activities for network formation - Participates to the meetings of the implementation team and Joint Steering Committee	Qualifications: Diploma in Chemical Engineering/Environmental Engineering,	

¹ Se completează cu toate cerințele necesare ocupării postului conform contractului/cererii de finanțare.

	FORMING	<ul style="list-style-type: none"> - Participates to the determination of the target groups on the Romanian side of the border (researchers, experts, students, and inhabitants of the cross border mining areas affected by environmental stress caused by toxic heavy metals and arsenic) - Participates to the events organized within the project - Participates to the promotional events of the project - Participates to the sampling on field and gathering of information from the inhabitants - Dissemination of the results in the scientific community - Presentation / lectures at the workshops and training sessions 	<p>Language skills - English – good reading, speaking and writing</p> <p>Professional experience: minimum 25 years</p>	
3.	Assistant for public relations	<p>Main responsibilities:</p> <ul style="list-style-type: none"> - Participates to the meetings of the implementation team - Participates to the events organized within the project - Participates to the promotional events of the project - Participates to the forming of network for education and training - workshops - Communication of the results towards the general public - Dissemination of the results in the scientific community - - Responsible of LP press-releases, media campaign, supervises the elaboration of promotional materials 	<p>Qualifications: Diploma in Sociology</p> <p>Language skills - English – good reading, speaking and writing</p> <p>Professional experience: minimum 20 years</p>	
4.	Coordinator for assessing environmental pollution and remediation	<p>Main responsibilities:</p> <ul style="list-style-type: none"> - Coordinates the studies regarding the environmental pollution in mining areas, analyses and remediation - Participates to the meetings of the implementation team - Participates to the events organized within the project - Participate to the promotional events of the project - Participates to the sampling on field and gathering of information from the inhabitants - Interpretation of results - Participates to the interpretation of the results and preparation of scientific reports, progress and final reports - Dissemination of the results in the scientific community - Participates to the forming of network for education and training – presentations/lectures at workshops and training sessions - Participates to the purchase of equipment for 	<p>Qualifications (e.g specific studies for the position, foreign languages, etc.): Diploma in Chemical Engineering/Environmental Engineering,</p> <p>Language skills - English – good reading, speaking and writing</p> <p>Professional experience: minimum 25 years</p>	

		analyses		
5.	Researcher 1	<p>Main responsibilities:</p> <ul style="list-style-type: none"> - Participates to the meetings of the implementation team - Participates to the events organized within the project - Participates to the promotional events of the project - Proposing of methods for remediation - cultivation - Participates to the interpretation of the results and preparation of scientific reports - Dissemination of the results in the scientific community - Participates to the forming of network for education and training – presentations/lectures at workshops and training sessions 	<p>Qualifications:</p> <p>Diploma in Engineering - Agricultural Engineering, Language skills - English – good reading, speaking and writing</p> <p>Professional experience: minimum 25 years</p>	
6.	Researcher 2	<p>Main responsibilities:</p> <ul style="list-style-type: none"> - Participates to the meetings of the implementation team - Participates to the events organized within the project - Participate in the promotional events of the project - Laboratory activities – analyses and cultivation - Participates to the sampling on field and gathering of information from the inhabitants - Participates to the forming of network for education and training – workshops and training sessions - Dissemination of the results in the scientific community - Participates to the purchase of IT equipment - IT responsible - Gathers the information for website set-up and update 	<p>Qualifications:</p> <p>Diploma in Chemical Engineering/Environmental Engineering, Language skills - English – good reading, speaking and writing</p> <p>Professional experience: minimum 18 years</p>	
7.	Researcher 3	<p>Main responsibilities:</p> <ul style="list-style-type: none"> - Participates to the meetings of the implementation team - Participates to the events organized within the project - Participates to the promotional events of the project - Laboratory activities (analyses, cultivation) - Participates to the sampling on field and gathering of information from the inhabitants - Participates to the interpretation of the results and preparation of scientific reports - Dissemination of the results in the scientific community 	<p>Qualifications:</p> <p>Diploma in Chemical Engineering/Environmental Engineering, Language skills - English – good reading, speaking and writing</p> <p>Professional experience: minimum 15 years</p>	

		- Forming of network for education and training – participation to workshops and training sessions		
8.	Research assistant	Main responsibilities: - Participates to the meetings of the project implementation team - Participates in the events organized within the project (conferences, workshops) and their preparation - Laboratory activities (prepares samples for chemical and physico-chemical analysis; carries out analyses; cultivation) - Participates to the sampling on field and gathering of information from the inhabitants	Qualifications: Diploma in Chemical Engineering/Environmental Engineering, Language skills - English – good reading, speaking and writing Professional experience: minimum 1 year	
9.	Technician	Main responsibilities: - Secretarial activities - Courier activities - Administration activities - manages the stocks and equipment's inventory, the maintenance of equipment, and the paperwork for procurements - Laboratory activities - prepares the materials (reagents, solutions, labware) required for laboratory activities - Participates to the sampling on field	Qualifications: College Diploma Language skills - English – elementary reading, speaking and writing Professional experience: minimum 20 years	

Documentele necesare procesului de recrutare și selecție (dosarul de candidatură) va cuprinde :

1. Cerere de înscriere în procesul de recrutare și selecție (cerere tip- anexată la prezentul anunț);
2. Curriculum vitae, datat și semnat pe fiecare pagină, în format Europass, în care să se menționeze proiectul și postul vizat de candidat;
3. Copie a actului de identitate sau a oricărui document care atestă identitatea potrivit legii, a diplomelor, precum și a documentelor justificative care atestă vechimea în muncă -conform cu originalul;
4. Declarație de disponibilitate privind îndeplinirea cerințelor legate de timpul/programul de lucru și perioada de angajare ce sunt solicitate pentru postul vizat(declarație tip - anexată la prezentul anunț);

Pentru candidații care nu au în derulare, la data selecției, raporturi contractuale de muncă cu Universitatea Politehnica Timișoara (contracte de muncă pe perioadă nedeterminată), dacă sunt selectați în urma finalizării procesului de recrutare și selecție, la semnarea contractului individual de muncă, vor completa dosarul de candidatură cu următoarele înscrisuri:

- Cazier judiciar;

- Adeverință medicală care atestă starea de sănătate corespunzătoare, eliberată cu cel mult 6 luni anterior derulării procedurii de recrutare și selecție.

Dacă un candidat vizează depunerea candidaturii pentru mai multe posturi, acesta va depune câte un dosar pentru fiecare post vizat.

În cazul constatării lipsei unui document din cele enumerate, candidatul va fi respins.

Dosarele de candidatură, cu toate documentele solicitate în anunț vor fi depuse de candidat în trei exemplare la Registratura UPT, până la data de 7.02.2019 ora 16.

Procesul de recrutare și selecție pentru prezentul anunț va avea următorul calendar de desfășurare:

Nr.	Etapa	Perioada/ data/ora/
1.	Publicarea și afișarea anunțului de recrutare și selecție	05.02.2019
2.	Perioada de depunere a dosarelor de candidatură	06.02.2019-7.02.2019 (ora 16)
3.	Verificarea eligibilității dosarelor de candidatură	8.02.2019
4.	Afișarea rezultatelor privind verificarea eligibilității dosarelor și a programării candidațiilor la interviu	8.02.2019 (ora 16)
5.	Depunerea contestațiilor privind verificarea eligibilității dosarelor	11.02.2019 (ora 12)
6.	Soluționarea contestațiilor și afișarea rezultatelor după contestații	12.02.2019
7.	Desfășurarea interviului (candidații declarați admiși ca urmare a verificării eligibilității dosarelor și soluționării contestațiilor, dacă e cazul)	12.02.2019 (ora 14)
8.	Publicarea și afișarea anunțului cu rezultatele finale ale recrutării și selecției.	12.02.2019 (ora 20)

Manager proiect,

Cornelia-Veronica MUNTEAN