

Anexa nr. 2

Nr. 1430/05.02.2019 (înregistrat la Registratura UPT)

ANUNȚ RECRUTARE ȘI SELECȚIE PERSONAL ÎN CADRUL PROIECTULUI cu titlul "Through knowledge to business and smart development of Banat", acronim **KNOW TO DEVELOP**, RORS-394

Universitatea Politehnica Timișoara, în calitate de beneficiar în cadrul Proiectului
"Through knowledge to business and smart development of Banat", acronim
KNOW TO DEVELOP, RORS-394

ANUNȚĂ

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

Nr. ctr	Funcția (conform cererii/contractului de finanțare)	Principalele atribuțiile postului	Cerințe pentru ocuparea postului (studii, vechime, etc) ¹	Observații
1.	Asistent manager (Assistant manager)	<ul style="list-style-type: none">- assisting the manager in organizing, planning and implementing strategy;- to assure the administrative support inside the project;- monitoring the correct implementation of the activities inside the project;- elaboration of documents relative to different situations necessary for the project manager;- monitoring and assessment of the project's work progress;- analysis and drafting of activity reports, administrative, technical and scientific justifications;- contact, guidance and support to the project partners and liaison with other stakeholders (european commission, country representatives, international experts, etc.).- analysis of international and European policies related to research and development;- organisation and follow-up of events and internal/external project-related meetings (in English).	Qualifications (e.g specific studies for the position, foreign languages, etc.): technical/economic studies, good knowledge of English Language, Serbian language represents an advantage, capacity to multitask; Professional experience (e.g minimum number of years worked in a similar position): minimum 1 project as project manager/assistant manager, minimum 3 years of experience in management teams; good knowledge in MS Office (word, Excel, PowerPoint).	
2.	Responsabil financiar	<ul style="list-style-type: none">- coordinates the financial activities according to plan;	Qualifications (e.g specific studies for the position,	

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

	(Financial Responsible)	<ul style="list-style-type: none"> - assures running funds according to specific activities; - supervises financial operations derived from the project implementation; - prepares financial documents related with management and project implementation in relation with controls and solicitations sent from the legiferated organisms to check the implementation of nonrefundable financing; - checks the compliance of contract financial conditions, rules of eligibility and current national and comunitary legislation regarding the spenditures which are on the basis of project implementation activities; - financial monitoring for the project and offers solutions to the project manager regarding costing and cost control; - makes the necessary steps in order to avoid double financing; - assures that costing is to be inside the project the corresponding budget; - participates at management team and experts meetings in order to solve the specific project financial issues; - visits to the beneficiary / partner for the good implementation of the project; - organizes efficiently the integrity of the financial resources of the project; - represents the institution in the financial controls of anaf; - develops at the request of the project manager economic and financial analyses; - responsible for the correct development of the public purchases according to the public purchases law and the fiscal code; - responsible for the monthly check and the synthetic record at balance sheet level; - responsible for the budget revision and monthly tracking of the variation budgeted; - elaborates monthly reports and/or at the request of the project manager; - collaborates with the external financial auditor for this last one's mission. 	<p>foreign languages, etc.): economic studies, good knowledge of English Language</p> <p>Professional experience (e.g minimum number of years worked in a similar position): minimum 2 years of experience in management team, minimum 1 project as manager/ financial responsible</p>	
3.	Responsabil achizitii (Acquisitions Responsible)	<ul style="list-style-type: none"> - assures the correct implementation of procurement procedures and finalizing them in time, with compliance to the legal framework; - participates at the implementation of the project procurement plan; - makes the procurement procedures as a function of the established necessities by the project manager; - gives operational support during procurement activities and obtains necessary informations in order to elaborate the task books form the specialists; 	<p>Qualifications (e.g specific studies for the position, foreign languages, etc.): economic / technical studies, good knowledge of English Language</p> <p>Professional experience (e.g minimum number of years worked in a similar position): minimum 2 years of experience in management</p>	

		<ul style="list-style-type: none"> - submits the financial documents related to the acquisitions within the project, the internal preventive financial control; - manages public procurement files; - responsible for registering and receiving the purchased goods, ensuring compliance with the technical criteria for purchased products and goods; - responds for the service and warranty of the purchased goods; - presents to the control bodies the public procurement documents produced within the project. 	team, minimum 1 project as acquisitions responsible.	
4.	Expert comunicare (Communication expert)	<ul style="list-style-type: none"> - organises the press conference in the area; - monitoring the project resources during pr and informal activities; - coordinates the media link in regard to informational and pr issues; - participates at project meetings and other periodical meetings relative to informational and publicity activities; - in charge with the visual identification of the project; - elaborates the dissemination materials and is in charge with coordinations, editing and production of i&t materials; - establishes the communication between lectures and trainees during activities; - establishes the approaching ways in terms of media relationship regarding regional promotion of the project. 	<p>Qualifications (e.g specific studies for the position, foreign languages, etc.): technical studies, good knowledge of English Language, Serbian language represents an advantage</p> <p>Professional experience (e.g minimum number of years worked in a similar position): minimum 2 years of experience in management team , minimum 1 project on a similar position</p>	
5.	Training expert	<ul style="list-style-type: none"> - responsible for conceiving the curriculum; - ensures the regular evaluation of the students; - organizing and supporting course-related lessons; - contributes to the creation of the course support; - delivers formation and mentoring sessions; - collects the justificatory materials relevant to the activity. 	<p>Qualifications (e.g specific studies for the position, foreign languages, etc.): technical studies relevant to the course specific field, good knowledge of English Language, Serbian language represents an advantage</p> <p>Professional experience (e.g minimum number of years worked in a similar position): minimum 1 project on a similar position or teacher in the field of the corresponding course / training</p>	<p>4 persons:</p> <ul style="list-style-type: none"> - Expert IT - Expert CNC - Expert Rapid prototyping - Expert Entrepreneurial and management
6.	Consilier (Counsellor)	<ul style="list-style-type: none"> - Participate in the elaboration of a guide for the provision of professional guidance and counselling services, and of the methodologies to be used in order to focus attention on young people; - Participate in the professional guidance and counselling of young people in the target group and in drawing up the personal and professional development route; 	<p>Qualifications (e.g specific studies for the position, foreign languages, etc.): studies in the field of counselling, good knowledge of English Language, Serbian language represents an advantage</p>	

	<ul style="list-style-type: none"> - It respects the methodology of implementing the project activities; - Participate with the members of the implementation team in the good development of the project activities; - Prepare working tools for counselling; - Apply the principle of equal opportunities in direct contact with the target group to avoid discrimination, provide counselling to young people equal; - Provides the necessary information about the project to the target group; - Promotes and disseminates information and publicity materials to all interested people; -Maintains the relationship between the target group and experts; - According to its attributions, it participates in achieving the horizontal objectives of the project; -Participate in the project sessions and events; - Prepare the personal files of the participants in the counselling; - Monitor the activity and progress of people in the target group; - Provides permanent feed-back during the counselling activities; - Establish the timetable, planning the Program of Counselling Activities; - Prepare the individual activity report in a timely manner with the delivered deliverables. 	<p>Professional experience (e.g minimum number of years worked in a similar position): minimum 1 project on a similar position, minimum 1 year worked in a similar position.</p>	
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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 candidaților 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 13)
8.	Publicarea și afișarea anunțului cu rezultatele finale ale recrutării și selecției.	12.02.2019 (ora 20)

Manager proiect,
Luisa Izabel DUNGAN

