

Based on the Decision of the Management Board of the Marine Institute of 12 November 2019 and in accordance with Art. 33 of the Statute, the Marine Institute is publishing a

TENDER
to fill a job position

I. Job title: **Coordinator of EU projects**

II. Number of required positions: one (1)

III. Employment: full time - until the end of the project (December 2022)

IV. Job description:

Coordination of the implementation of activities of the Mediterranean Biodiversity Protection Community project co-financed by EU funds (communication and coordination of project implementation with the project team, intermediary and contracting authority, and project partners, planning, coordination and implementation of project activities, internal evaluation and control of project activities) .

Jobs include:

- cooperation with the project team, partners and contracting authorities related to project implementation;
- preparation of progress reports and final report (narrative and financial part) in cooperation with other project partners;
- preparation of documentation for justification of costs and preparation of requests for reimbursement of funds;
- organizing, coordinating and monitoring the implementation of project activities;
- ensuring compliance with the project visibility rules;
- detailed acquaintance with the financial rules and procedures of the contracting authorities;
- preparation of professional documentation necessary for changes in project activities and budget;
- preparation and adjustment of reports related to project activities;
- establishing and managing procurement procedures according to program rules and law in cooperation with the administrator;
- adaptation of scientific and professional information for presentation to the public through the media, publications and public events;
- participation in meetings and conferences and public lectures on project activities and results, etc.

V. Job conditions:

- Completed graduate university study or integrated undergraduate and graduate university study with diploma in the field related to the project, the listed activities and duties and at least 5 years of relevant professional experience after graduation;
- Knowledge of the use of electronic equipment and applications in the office (text processing, spreadsheets, presentations, electronic communication, Internet, social networks, etc.);
- practical knowledge of administrative project management and visibility rules of EU projects;
- excellent knowledge of English in speech and writing;
- probationary period of 6 months.

The following will be additionally evaluated:

- Relevant work experience after graduation, especially in jobs related to MBPC project activities;
- knowledge of additional foreign languages;
- experience in preparing financial and narrative project reports and other supporting documentation;
- experience in implementing EU-funded projects (or other contracting authority);
- knowledge of the public procurement management procedure within EU projects;
- experience in cooperation with international stakeholders;
- scientific and professional experience in the field of the project (Nature and biodiversity).

VI. The application must be accompanied by the following evidence of compliance with the above conditions:

- motivation letter (which includes motivation to apply for the tender, competences, experience, skills and characteristics that contribute to success in the job for which you are applying, etc.);
- CV in Europass format (with obligatory indication of personal e-mail address);
- a copy of the certificate of education;

The application, motivation letter, CV and all copies must be signed by the applicant, which guarantees their authenticity.

Late and applications that do not meet all the above conditions (incomplete applications) will not be considered.

VII. Applications with attachments are submitted within three (3) working days from the date of publication of the tender on the website of the Croatian Employment Service by e-mail with attachments exclusively in .pdf format to the address: info@marineinstitute.eu, with the subject «**For the tender – Coordinator of EU projects**».

Applicants who meet the formal requirements of the tender will be notified by e-mail about the procedure for the implementation of the second round of the selection procedure.

If the invited applicant does not accept the invitation, it is considered that he/she has withdrawn his/her application for the tender.

After the procedure, a short-term employment contract with a probationary period of six (6) months will be concluded with the selected applicant.

Applicants will be notified of the selection within 3 days.

dr.sc. Draško Holcer
Acting Director of Marine Institute