



Programme co-funded by the
EUROPEAN UNION

**INACT:
AN INTEGRATED APPROACH FOR PROMOTING CROSS-
BORDER BUSINESS AND DEVELOPMENT**

GREECE-ALBANIA IPA CROSS BORDER PROGRAMME 2007-2013

**Call for Experts for implementing activities for the “INACT:
AN INTEGRATED APPROACH FOR PROMOTING CROSS-BORDER BUSINESS AND
DEVELOPMENT” project, approved by the GREECE-ALBANIA IPA CROSS BORDER
PROGRAMME 2007-2013**



University of Thessaly

**South East European Development Center
(SEED)
Department of Planning & Regional Development**



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**Call for Experts for implementing activities for the “INACT:
AN INTEGRATED APPROACH FOR PROMOTING CROSS-BORDER BUSINESS AND DEVELOPMENT”
project, approved by the GREECE-ALBANIA IPA CROSS BORDER PROGRAMME 2007-2013**

The deadline for receipt of the applications is 29th of January 2015

Posted by the South and East European Development Center (SEED), Department of Planning and Regional development, University of Thessaly, Greece.

Background

The South and East European Development Center (SEED), was established in 1998 as an interdisciplinary research and policy analysis Center at the Department of Planning and Regional Development (DPRD), University of Thessaly, Greece. The Center intends to contribute to the design, analysis, and evaluation of development policies applied to the less advanced regions of Europe. SEED is actively seeking to contribute through research and policy analysis to the solution of specific economic, structural, and spatial development problems in the European South and East that often escape the attention of scientific and applied research.

Currently, SEED is implementing as a lead partner the project titled: **“INACT: AN INTEGRATED APPROACH FOR PROMOTING CROSS-BORDER BUSINESS AND DEVELOPMENT”**, which was approved by the Community Initiative: *GREECE-ALBANIA IPA CROSS BORDER PROGRAMME 2007-2013*. The project activities will be implemented during the period: March 2014 - February 2016.



Brief History of the Project

The border region in the Greek-Albanian frontier is characterized by relatively low development levels, weak and vulnerable productive structure, peripheral position with respect to national and European networks and limited competitiveness in international markets. The promotion of cross border entrepreneurship requires multi-stakeholder coordination, clear goals and refined business action plan that will ensure the active participation of key actors from both sides of the border.

Even though some initiatives have been taken place in the past, cross-border business and development cooperation is still in early stages with limited coordination between stakeholders and limited benefits for both sides of borders. The two sides of the borders have not been able to develop strong and long term linkages and interactions with each other based on mutual proximity, existing specializations and comparative advantages and common objectives that would generate benefits to the regional economies counterbalancing the unfavorable effects of structure and geography. The project proposal benefiting from earlier efforts and initiatives builds a more integrated, systematic and long term approach to cross-border cooperation promoting cross border entrepreneurship.

Objectives of the Project

This project promotes a targeted and tailored-made integrated Action Plan for Business and Development of the cross border regions of Greece and Albania, which has three important key elements:

- (a) it aims to strengthen the competitiveness of the border area within a rapidly changing geography of entrepreneurship and growth in Europe;
- (b) it seeks enhancement of cross-border economic development focusing on the promotion of entrepreneurship and utilizing the existing potential and emerging opportunities; and
- (c) it is based on multi-stakeholder cooperation aiming to meet the aspirations and the needs of the entrepreneurs of cross border regions.

Particular emphasis will be placed on business co-operation, the comparative advantages of the border region, and the potential of diaspora and social networks. This integrated Action Plan for Business and Development of cross border regions of Greece and Albania envisages cross-border regions as regions with common social, cultural and economic characteristics and seeks the appropriate set of policies and actions that will serve the following interrelated goals: promoting cross-border entrepreneurial ideas, creativity and activity; improving the innovative characteristics of local business; improving understanding of common economic problems.

The SEED Center is looking for two experts in order to implement certain activities of the “INACT: AN INTEGRATED APPROACH FOR PROMOTING CROSS-BORDER BUSINESS AND DEVELOPMENT” project.

More specifically, the SEED center is looking for experts to contribute to the activities of the project’s work packages 3, and 6. It is imperative for the applicants to speak fluently English. There will be a fixed term contract for the period September 2014-August 2015.



External Expert' Position Number

Job Descriptions/ Scope of the work

The expert in cooperation with the SEED-Team is expected to contribute in carrying out the following activity:

WP 1	Management & Coordination
Action 1.2	Management Actions
Deliverable 1.2.1	3 Progress & Financial Reports, 1 Final Report- Administration

As stated in the application form of the project, the project will be coordinated by the University of Thessaly, which has the necessary experience in coordinating EU funded projects. It is imperative however, for every project partner to hire an external expert or utilise an internal staff member in order to carry out management and administration actions within their organisation. For this purpose, the Region of Western Macedonia is recruiting a part time external expert to carry out administrative and financial matters of the project. The successful applicant will be responsible for Management, Financial and Administration matters, technical and financial documents, progress and financial reports and finally, will be responsible for Communicating with the bodies implementing the INACT Project, i.e. JTS, LP and other partners and authorities for management and coordination issues.

The responsibilities of the successful applicant involve:

- a) Planning events in collaboration with the SEED-team (formulating and defining themes and subjects of the event; agreeing and setting the date)
- b) To monitor, manage and lead on the delivery of the Programme of projects within budget and programme and ensure regular reviews are carried out to ensure variances are managed.
- c) To analyse project information in order to prepare required projects reports clearly and efficiently, also making relevant recommendations
- d) To ensure effective monitoring practices are in place to manage risk, budget and programme delivery, in order to achieve effective delivery.
- e) Determining budget and hiring the necessary items for carrying out the activity (catering, stationary, equipment, local accommodation, transport requirements)
- f) Prepare a participation list, Communication with participants, registration and mailing, invitations of key note speakers
- g) Development of event materials, Communication and promotion of the event

Deliverables:

Deliverable 1.2.1.	3 Progress & Financial Reports, 1 Final Report- Administration – Communication with the LPs and JTS Authorities
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Required Skills and Experience

Education

- University Degree in the discipline of Economics or any other related subject.
- Master's Degree in the discipline of Economics or any other related subject.

Experience

- Experience or relevant education in financial management/accounting

Language requirements

- Fluency in speaking, reading and writing Greek and English is required.

Interview

- All the applicants will be interviewed at a date set by the members of SEED-UTH, and they will be informed of the date, time and place.

Other Requirements:

- Demonstrable project management skills in delivering complex projects within timescales
- Budgetary experience and management required
- Strong communication skills both written and verbal
- Advanced MS Office skills (Word, Excel, MS Project)
- Ability to manage wide and diverse working relationships and work effectively
- Excellent analytical and interpretive skills
- Strong problem solving skills
- Advanced IT skills are welcomed
- Strong communication and cooperation skills
- A problem solver, able to create stories/document solutions that summarize approaches discussed in design/requirement meetings
- Excellent written and verbal communication skills

Equal Opportunities

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

Location and duration

The services by the successful external expert applicant will be executed under the guidance and coordination of the SEED-UTH Team. Most of the services listed above, will take place across the Greek Project Territory. The time length of the Contract spans to a nine (8) month period after the contract has been signed.



Contract

There will be a fixed term contract for the period July 1, 2015-February 28, 2016. The total amount of money available in order to complete the above activities comes to five thousand Euros (5.000,00) € VAT included. Travels and accommodation expenses for the successful external expert applicant have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful external expert applicant.

1. Evaluation Criteria

- Adequacy of the Degrees (University Degree 20 points, Master's Degree 10 points)
- English Language level (20)
- Work Experience or additional education in the relevant field (20 points)
- Interview (30 points)

2. Procedure of applying

If you are interested in this contract (legal or physical entities), you should submit the **required documents** mentioned below either by post or by courier not later than **29/01/2015**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

Dr. Ageliki Anagnostou
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E-mail: aganag@uth.gr



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Required documentation:

- An detailed CV of the Applicant
- Degrees/Certificates, prior working experience certificates. Genuine copies and official translations of originals will be submitted by applicants before their final selection for the recruitment of the SEED. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- The name, current position, and relationship to the applicant, of one referee

All candidate external experts (legal or physical entities) must send the expression of interest together with all supporting documents **by post (registered post or courier) not later than 29th of January 2015.**

For further information please contact: Dr. Ageliki Anagnostou at +302421074596, email: aganag@uth.gr.

**The President of the Research Committee
Professor Mamuris Zissis**