



JOB VACANCY ANNOUNCEMENT

Babeș-Bolyai University seeks to fill the position of administrative specialist, vacant within the project PCE – Transference of EU Integration Model from East-Central Europe to the Western Balkans (TEAM-WB) – PN-III-P4-ID-PCE-2020-0608, on a fixed-term contract (established according to the funding of the project and implementation schedule of activities), part-time.

Required qualifications for applicants:

Required education

- long-term higher education in Economics

Required work experience

- Total work experience: over 10 years
- Work experience in the field of study, in a public institution: over 3 years;
- Experience in a leading/coordinating position: at least 2 years
- Experience with non-reimbursable funding projects: at least 6 implemented projects.

Specific skills and competences:

- Expert user of Excel
- Fluency in an international language

Application file

In order to apply for the vacancy recruitment process, the applicants will email to sorina.palacean@ubbcluj.ro until **04.06.2021 at 16.00** the following documents:

1. application for recruitment and selection process (standard form),
2. copy of the document proving the identity,
3. copies of documents proving the level of qualification and other specialisations pursued,
4. documents proving the professional experience required for the position,
5. curriculum vitae in Europass format,
6. list of published papers, scientific conferences, other scientific achievements
7. other documents relevant to the recruitment and selection process.

Application files selection

Applicants' files will be reviewed within one working day from the end of the submission period in order to determine their suitability for the vacant post according to the specific criteria and requirements outlined in the published vacancy notice.

The results of the application files selection will be posted on 08.06.2021, by indicating the registration number of the application file.

Appeals against the results of the application files selection can be submitted within one working day from the date of posting the results, to sorina.palacean@ubbcluj.ro

Appeals will be answered within one working day after the submission deadline.

Only shortlisted candidates following the reviewing of application files will participate in the selection tests.

Recruitment proceedings

1. Application files screening according to the following criteria:

- scientific/professional activity of the candidate
- experience in the required field
- quality of scientific collaborations, depending on the candidate's field of expertise
- candidate participation in research-development projects

2. Interview assessing the extent to which candidates meet the criteria that are necessary for successful performance in the position, motivation and readiness assessed according to the following criteria:

- professional knowledge
- abilities and skills required to perform the job
- candidate's motivation
- research experience

The interview will take place on 10.06.2021, on line.

The final score of the recruitment and selection process is calculated as the arithmetic mean of the scores obtained in the selection tests. The candidate who obtained the highest final score will be admitted, but applicants must score a minimum of 7 points in each competition test.

In case of equal final scores, ranking is performed by considering the interview score as a tiebreaker.

Results and appeals

The results of the recruitment and selection process will be published on the official website of the institution on 11.06.2021, by indicating the registration number of the application file.

Candidates who are not satisfied with the outcome of their assessment will have the right to appeal within maximum one working day from the publishing of the results.

Appeals will be emailed at sorina.palacean@ubbcluj.ro Appeals will be answered within one working day after the submission deadline.

Additional information can be obtained at adrian.corpadean@ubbcluj.ro

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