



Southeast European Law Enforcement Center (SELEC) opens the procedure to recruit a *Project Officer* for implementation of the project *SIRAS - Strengthening the fight against firearms trafficking in Southeastern Europe* financed by European Commission within the framework of INTERNAL SECURITY FUND POLICE (2014-2020) 2015 Call for proposals – HOME/2015/ISFP/AG/TDFX.

The *Project Officer* may be an employee of an economic operator or a natural person which is authorized to deliver services of project implementation which will be selected through a tender procedure in accordance with SELEC Financial Rules and Regulations.

For the above-mentioned position the requirements and the tasks description are provided in Annex 1- Terms of reference of the Project Officer, attached herewith.

The term of the contract is for a fixed period, from the date of signing the contract until 20th of December 2018 (with the possibility to extend if the project will be subject to an implementation period extension).

The conditions are, as follows:

1. The position is contracted for the implementation of the project *SIRAS - Strengthening the fight against firearms trafficking in Southeastern Europe* and is considered as in-house consultant who join the Beneficiary's project team, but is not directly employed by the Beneficiary;
2. The level of payment is determined by the number of working days within the project and amount payed per a working day (77 euro/day for maximum 506 working days¹) without VAT;
3. The work is carried out under the instructions/supervision of the Director General and the Project Manager;

The Selection Procedure for this position will be realized by a Tender Committee which will analyze the offers.

The bidder must prove that is complying with the requirements described in Annex 1 and the followings:

¹ The working days will be established according to remaining implementation time

- a. possess materials reflecting the main scope of activity in accordance with the profile of the proposed action;
- b. present documents related to conditions of certifying the quality for the services required;
- c. have an annual minimal turnover which supports the financial sustainability of the action;
- d. remain free of debts towards the state fiscal authorities for previous fiscal years;
- e. comply with the technical requirements provided in the terms of references.

The offer should also contain the CV of the person who is nominated/ selected for the *Project Officer* position and all the supporting documents (copies from diplomas and certificates).

The offers, accompanied by all related documentation, in English, should be sent to SELEC until **30th of September 2017** at e-mail address: dcristea@selec.org

The Selection Procedure for this position will consist in two parts: offers selection and interview with the nominated person for the position.

The date and hour of the interview will be announced in due time.

SELEC shall notify the bidders about the result of the selection process.

All personal data collected for the purpose of the selection procedure shall only be used within this specific context, treated in strict confidence and not disclosed to third parties.

Should you require any further information, please contact SELEC at telephone no. +40.21.303.6002, or by e-mail, at the following address: dcristea@selec.org



SELEC