

Matera 2019- European Capital of Culture

Call for the selection of the ADMINISTRATIVE AND FINANCIAL MANAGER

Deadline: 31 October 2016

FOREWORD

- the City of Matera has been designated as the European Capital of Culture for 2019, along with the City of Plovdiv in Bulgaria;
- the *Matera - Basilicata 2019 Participatory Foundation* (henceforth referred to as the "Foundation") was established in September of 2014, as the institution responsible for implementing the cultural program described in the "Open Future" bid book, with which Matera won the title of European Capital of Culture (<http://matera-basilicata2019.it/en/mt2019/matera-2019-book.html>)
- **Given** the need to reinforce the administrative and accounting functions in support of the Foundation's activities;
- **Considering that**, within the scope of the Foundation's Governance and organizational structure, the need has been identified to establish management figures in the fields indicated above, in order to serve as intermediaries and to coordinate the staff responsible for the management of these same fields;
- **Given** the Decision adopted by of the Foundation's Board of Directors on 18 July 2016, which acknowledged the need to appoint an Administrative and Financial Manager for the Foundation, and granted the Foundation's General Director a mandate to make the necessary arrangements for the recruitment of this figure;

THE MATERA-BASILICATA 2019 FOUNDATION

ANNOUNCES

that an open call has been launched for the selection of the Administrative and Financial Manager in charge of the Foundation's programmes, who will be responsible for managing and coordinating the Foundation's administrative and financial processes.

1- DUTIES OF THE ADMINISTRATIVE AND FINANCIAL MANAGER

The Administrative and Financial Manager is responsible for the management and coordination of the Foundation's administrative and financial processes and, in particular, performs the following tasks:

- ✓ Drafts and maintains the economic and financial planning, in collaboration with the General Director, including the preparation of the forecast budget and the financial statements,
- ✓ Defines and enforces the accounting standards, ensures that the accounting systems meet the regulatory corporate, statutory and fiscal reporting requirements, and defines the budgetary policies in accordance with the legal requirements and the corporate policies.
- ✓ Handles the reporting requirements necessary to obtain public funding, including EU funds, as well as funding from private sources.
- ✓ Coordinates the Foundation's financial management by monitoring the financial and credit flows, the timing of the investment projects' implementation, and the credit recovery processes.
- ✓ Oversees the management of the treasurer's office and she/he is responsible for the procurements, the purchasing, and the suppliers.
- ✓ Oversees the drafting of contracts and negotiations with external parties and facilities.
- ✓ Maintains relations with banks;
- ✓ Ensures the fulfilment of the administrative formalities, even with regard to open data, compliance, transparency.
- ✓ Works and interacts with the Auditors
- ✓ Oversees the management control processes (monitoring, reporting, etc.).

2. PARTICIPATION REQUIREMENTS

A) General requirements:

1. The participant must be resident in Italy or in another EU state;
2. the participant must be in possession of all their civil and political rights;
3. the participant must not be subject to any definitive or any pending procedures that prevent from establishing or maintaining employment relationships with the Public Administration;
4. the participant must not be subject to any prohibitions, pursuant to the current legislation, to enter into contracts with the Public Administration;
5. the participant must not be the spouse/cohabiting partner or relative within the second degree of any of the Foundation's employees or any of the subjects holding positions of responsibility, control or administration within the Foundation itself.

B) Professional requirements:

1. a Masters degree in law and/or economics ;
2. at least 5 years of proven experience in the administrative, financial and accounting management of complex projects for public administrations and/or public or private institutions and organizations and/or public or private companies;
3. Perfect command of the Italian language and very good knowledge of the English language.

Except for English and Italian language requirements, which shall be verified during the interview, the participation requirements will be assessed based on the statements provided in the Application (prepared in accordance with the model provided in Annex A this Notice), which shall be considered as personal sworn statements pursuant to Italian Presidential Decree no. 445 of 28 December 2000, as amended.

For the purpose of calculating the duration of the professional experience required, non-continuous professional experiences will also be taken into account.

The requirements must be met by the participants under penalty of exclusion at the submission deadline.

In accordance with the current legislation, the Foundation reserves the right to verify the statements provided, the information contained in the participant's curriculum vitae, as well as the actual fulfilment of the necessary requirements.

3. APPLICATION SUBMISSION

In order to participate in this selection process, the interested experts must submit:

- a) An **Application** duly drafted and signed by the participant according to the model provided in Annex A this Notice). The Application must contain all the statements and information required by the model provided in Annex A;
- b) A **curriculum vitae**, dated and signed by the participant; the *curriculum* must clearly show that the participant has met the professional experience requirements **and must enclose names and details of 2 professional references** who will be contacted if the candidate is selected for the interview
- c) . A **motivation letter** (maximum one standard page) presenting the participant's reasons for applying to this call;
- d) A **copy of a valid identity document** of the participant.

Upon penalty of exclusion, the above documents must be **received** by regular email by **11:00 p.m. of 31 October 2016**, at the following address:

bandi@matera-basilicata2019.it

In the subject of the email please quote: "**Call for the selection of an Administrative and Financial Manager.**"

The date and time that the message was received will be used to verify compliance with the mandatory submission deadline.

The Foundation will send an automatic email confirmation in response to all the applications sent by regular email and received by the deadline.

The application is submitted at the sender's own risk. The Matera-Basilicata 2019 Foundation shall bear no responsibility for any failure to receive the applications by the deadline required to participate in the selection process to which this Notice refers, as a result of incorrect contact information provided by the candidate, email routing errors, causes attributable to third parties, unforeseeable circumstances, or force majeure.

4. CAUSES FOR EXCLUSION

The following constitute grounds for the participant's exclusion from the selection process:

- a) failure to meet the participation requirements referred to under art. 2 of this Notice;
- b) receipt of the application after the deadline;
- c) failure to submit the application in accordance with the submission methods indicated under art. 3 of this Notice;
- d) absence of the Application;
- e) absence of the *curriculum vitae* **and** names and details of 2 professional references;
- f) absence of the cover letter;
- g) absolute uncertainty regarding the Application's origins or content.

The candidates whose applications have been excluded from the selection process will be notified of the reasons for their exclusion.

5. SELECTION METHODS AND EVALUATION ELEMENTS

The selection process will be carried out by a Committee consisting of the Foundation's Development Manager, a representative of the Basilicata Region, and an expert in the financial and administrative management of projects for Foundations based on public law.

The selection will be made based on the *curriculum vitae*, the motivation letter, the references and an interview.

The assessment of the eligible applications will be divided into two phases:

1) Evaluation of the *curricula vitae* and motivation letter.

During this phase, the committee can award each candidate a total score of maximum 60 points.

Only the candidates who have obtained a total score of minimum 45 points will be admitted to the interview with a notice indicating the date of the interview and the score obtained. The interviews will be conducted at the Foundation's headquarters in Matera, or via Skype, based on the indications provided by the candidate.

Failure to attend the interview shall constitute a waiver to the selection process.

2) Evaluation based on the interview.

During this phase, the committee can award each candidate a total score of maximum 40 points.

The interview, also on the basis of the references given by the contact persons indicated by the candidate, is aimed at gaining a better understanding of the experiences indicated in the *curriculum vitae*, as well as verifying the candidate's characteristics and reasons for participating.

The interview will also be used to ascertain the candidate's perfect command of the Italian language and very good knowledge of the English language.

The scoring will be based on the following elements:

- Functional positions held in terms of responsibility and management autonomy/budgets managed
- The types of institutions, organizations or companies in which the candidate has acquired professional experience, with preference given to public-sector organizations and foundations operating in the cultural, creative and social sectors
- Significance and duration of the candidate's past professional experience in terms of administrative, economic and financial management of complex programmes and structures, even on an international scale;
- Knowledge and proven experience in procedures of an administrative and accounting nature, with specific regard to the domains of economic and financial accounting and the economic-financial reporting necessary to obtain public funding (including from EU sources) and private funding
- Knowledge and proven experience on the subject of international cooperation agreements and contracts, preferably in the field of arts and culture;
- Knowledge and proven experience on the procedures for awarding service contracts, supply contracts and reporting services
- Motivational elements, even in relation to the philosophy and approach of the Matera 2019 project
- Perfect command of Italian and very good knowledge of English
- Communication skills and ability to work creatively with a team
- Knowledge of digital tools (including web platforms and social media) and the ability to get the most out of them for project management purposes

Once the interviews have been completed, the Committee will prepare the candidate ranking based on the total scores obtained for the *curricula* and the interviews.

In case two or more candidates obtain the same highest score, a second round of interviews will be carried out. As a result, the committee will identify the winner and the ranking of the other candidates called for the second interview.

The general candidate ranking will be approved by the Foundation's General Director.

The general candidates' positions in the ranking may change in the event of any cancellations or withdrawals, or if the contract is terminated.

The winner of the selection process will be posted on the Foundation's website

www.matera-basilicata2019.it.

All candidates admitted to the interview process will be notified of the outcome of the selection process.

The Matera-Basilicata 2019 Foundation reserves the right not to appoint an Administrative and Financial manager if none of the candidates meet the necessary criteria.

The Matera-Basilicata 2019 Foundation will adopt an equal opportunity policy in order to exclude any form of discrimination based on gender, ethnicity, religion, creed, disability, age, or sexual orientation.

6. CONTRACTUAL INFORMATION

The winner of the selection process will be offered an assignment that will start by the end of 2016 until 31 March 2020.

The place of employment will be in Matera. The assignment will require a full-time work commitment.

The Administrative and Financial Manager's remuneration will be determined based on the selected candidate's skills and quality of experience. The remuneration could not higher to those paid for other similar positions in the Foundation. The minimum gross salary amounts to a total of 70.000 euros per year, plus the relevant social security contributions.

The winner of the selection process is obligated to disclose ongoing employment and consultancy contracts.

For the purpose of stipulating the contract, there must not be any reasons for which the successful candidate's employment could be deemed incompatible. Furthermore, the winner of the selection process must not have ongoing employment relationships of any kind, or collaboration or consulting assignments that create a conflict of interest (even potential) with the Foundation, and must not find themselves in any other situation that creates a conflict of interest, or that will impede the performance of their full-time employment relationship with the Foundation.

For the purposes indicated in the previous paragraph, the winner will be required to issue a declaration pursuant to and by effect of Italian Presidential Decree no. 445/2000, as amended, attesting to the absence of any of the above impediments.

7. RESPONSIBLE OF THE SELECTION PROCEDURE

The responsible for the selection procedure is the General Director of the Matera – Basilicata 2019 Foundation, Dr. Paolo Verri.

8. PROCESSING OF PERSONAL DATA

Pursuant to art. 13 of Italian Legislative Decree no. 196 of 30 June 2003, as amended, the Foundation hereby declares that the personal data provided by the candidates for this selection process, even belonging to third parties, will be processed using manual, computerized and telematic instruments, exclusively for the purposes linked to the fulfilment of the procedure in question, as well as any activities relating to and arising from the same, in accordance with the applicable legislation and the provisions of this Notice.

9. PUBLICATIONS – COMMUNICATIONS – NOTICES

This selection Notice will be published on the Foundation's website

www.matera-basilicata2019.it

under the “Calls” section. The winner of the selection process will be published on the same section.

Additional information regarding the Matera 2019 bid book, the Selection Report of the Jury who designated Matera and the ongoing activities can be found on the Foundation's website

For any additional information, the interested parties can contact the Matera-Basilicata 2019 Foundation by calling +39 0835 256 384, or by writing to the following email address:

infobandi@matera-basilicata2019.it

with the subject line containing the following text: **"Information on the Public notice for the selection of the Administrative and Financial Manager."**

All the Foundation's communications to the candidates, including those relating to requests for clarifications and additions, will be sent by email to the address indicated in the application.

This Notice includes 1 Annex, which constitutes an integral and essential part of the same:

- ✓ Annex A “*Application for Administrative and Financial Manager*”.

The Matera-Basilicata 2019 Foundation would like to thank all the candidates for their participation to this Call.