



JOB VACANCY ANNOUNCEMENT

Babeş-Bolyai University seeks to fill the position of **Technical Responsible**, vacancy within the project **TeMATIC-Art** with the title *Partnership for the transfer of innovative technologies and advanced materials in visual arts industry (production, conservation, restoration)*, on a fixed-term contract (established according to the funding of the project and implementation schedule of activities), part-time.

Required qualifications for applicants:

- University degree (graduation with a bachelor's degree)
- Minimum 5 years experience in coordination and management of research projects at university level
- Involvement in minimum 5 projects as assistant manager position from which 2 of them of type POC
- Experience in operating with MySMIS
- Experience to draw up reports and notifications based on situations brought up by AM/OI for the Operational Program of Competitivity
- Experience to verify and prepare the required documents for MySMIS application
- Experience to communicate with POC structures via MySMIS application
- Experience to draw up specific forms required for the implementation of POC projects contracted through Annex 1.

Application file

In order to apply for the vacancy recruitment process, the applicants will submit to **Human Resources Department** (Str. I.C. Brătianu nr. 14) or will email to pirv.delia@ubbcluj.ro, until **04.11.2020 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, if applicable,
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 **05.11.2020**, 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 Human Resources Department (Str. I.C. Brătianu nr. 14) or will email to pirv.delia@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;
- knowledge of using the MySMIS platform;
- the ability to draw up reports and notifications based on situations brought up by AM/OI for the Operational Program of Competitivity;
- the ability to verify and prepare the required documents for MySMIS application;
- the ability to communicate with POC structures via MySMIS application;
- the ability to draw up specific forms required for the implementation of POC projects contracted through Annex 1.

The interview will take place on-line via **Zoom Platform** on **10.11.2020**. The participants will be informed in advance about the time of the interview.

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 **10.11.2020**, 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 submitted to **Human Resources Department** (Str. I.C. Brătianu nr. 14) or will email to **pirv.delia@ubbcluj.ro**. Appeals will be answered within one working day after the submission deadline.

Additional information can be obtained at phone number 0749027023 or at **pirv.delia@ubbcluj.ro**.

HR Director
ec. Mircea Rațiu



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