



South and East European Development Center

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Call for Experts for implementing activities in the city of Bucharest, Romania, for the “PROMISE: Municipal PROperty Management in South-Eastern Cities” project, approved by the Community Initiative: South East Europe: Transnational Cooperation Programme

The deadline for receiving the applications is 16th of February 2012.

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

1. 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 PROMISE project, which was approved by the Community Initiative: South East Europe: Transnational Cooperation Programme. The PROMISE activities will be implemented during the period: March 2009 - May 2012.

The aim of the PROMISE transnational cooperation project is the development of integrative tools and methods and the implementation of a comprehensive system for the efficient municipal property management. The project's outputs and results will support cities in developing tools, elaborating on strategies and policies in responding to urban challenges and opportunities offered by the new operational programmes of the Structural Funds and new European initiatives, in the fields of action and investment in urban regeneration, urban infrastructure, public services provision, built environment improvement and investments in social inclusion.

The SEED Center is looking for expertise in order to implement certain activities of the “PROMISE: Municipal PROperty Management In South-Eastern Cities” project.

More specifically, the SEED center is looking for a Consulting/Law office or experts to contribute to the activities of the Project's Work Packages 4 and 5 for the ERDF partner in Romania, Municipality of Bucharest. So it is imperative for the applicants to speak fluently the national language plus English. There will be a fixed term contract for the period March 2012-April 2012.

2. Job Description

The applicants, in cooperation with the SEED, are expected to contribute in carrying out the following activities:

WP4. Creating an inventory and an accounting system

- Activity 4.4 To collect all data required, to fill the entries of the inventory (data base) on behalf of the Municipality, for a number of municipal properties that will be defined by the Lead Partner.

WP5. Classification of Properties

- Activity 5.4 To use the developed instruments to classify properties registered in the inventory (previous activity).

3. Profile of the applicants

Applicants should have appropriate competence in one or more of the above priorities/fields of interventions.

In particular, their experts must:

- Hold a relative university degree, preferably in Law/Economics /Real Estate Management;
- Have relevant professional experience;
- Have a good knowledge and understanding of the themes relating to the job description specified in paragraph 2;
- Have excellent analytical skills;
- Be computer literate;
- Be fluent in speaking, reading and writing in English and Romanian;
- Strong communication skills and cooperation skills;
- Ability to work effectively and under pressure.

4. Use of tools

Selected applicants are expected to use their own means of work (i.e. laptop/computers, consumables).

5. 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.

6. Location and duration

The services will be executed under the guidance and coordination of the SEED Team and with the collaboration with the Municipality of Bucharest. Most of the services listed at paragraph 2 to be provided by the applicants can be done at their own premises and in cooperation with the Municipality of Bucharest. Meetings with the SEED team will take place in Bucharest.

7. Contract

There will be a fixed term contract for the period March 2012-April 2012. The total amount of money available in order to complete the above activities is 28,000 Euros, VAT included, for the contract period. Travel and accommodation expenses for the successful applicants have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful applicants.

8. Procedure of applying

8.1. Required documentation:

- Degrees/Certificates and prior working experience certificates proving their ability to execute the required work. Genuine copies and official translations of originals in English will be submitted by the applicants before their final selection for the recruitment from the SEED. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- Curriculum Vitae in English

8.2. Criteria of Selection:

- Adequacy of the Degrees (20 points)
- English Language level (20) (for Romanian applicants)
- Romanian Language level (20) (for non-Romanian applicants)
- Work Experience in the field (30 points)
- Interview (30 points)

8.3. Submission of Documents:

All candidates must send the expression of interest and all supporting documents **by post (registered post or courier)** to

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No later than February 16th, 2012

The date of submission will be verified by the post/courier stamp. All successful applicants will be employed by the SEED and will be granted a two-months contract.

For further information please contact: Dr. Angeliki Anagnostou at +302421074485, email: aganag@uth.gr.