“HORIA HULUBEI” NATIONAL INSTITUTE FOR RESEARCH AND DEVELOPMENT IN PHYSICS AND NUCLEAR ENGINEERING (IFIN-HH) organizes competition for the position of Economist at “Extreme Light Infrastructure – Nuclear Physics (ELI-NP)”

The competition will be organized at IFIN-HH headquarters, 30 Reactorului St., Măgurele Town, Ilfov County, at a date to be notified to the candidates.

The application folders shall be submitted until 06.09.2022, 16:00, at IFIN-HH headquarters - Human Resources Office.

Additional information can be obtained at e-mail address human.resources@eli-np.ro.

**General conditions:**

The candidates must meet the following conditions:

- a) to hold a bachelor’s degree economic sciences, proven by a bachelor's degree;
- b) to have experience in financial-accounting activities, proven by documents certifying seniority, in legalized copies;
- c) to be an experienced user of English;
- d) to have solid knowledge of financial and accounting legislation and of financial and management accounting;
- e) to know the organizational and functioning framework of the research-development infrastructures;
- f) to be medically fit, the proof being made with medical certificate;
- g) to have no criminal record, the proof being based on a criminal record certificate.

**Duties and responsibilities:**

- Follow-up and financial management of funding contracts (projects) related to research activities, assigned by the Economic Director's disposition, carried out by: participation in the creation of pre-calculation budgets; tracking the budget and purchases within the project; making payments and recording them in accounting; centralization of attendance; participation in the preparation of financial reports; etc.;
- Follow-up of procurement contracts from the point of view of financial implementation;
- Accounting and registration of investment invoices, services and fixed assets/inventory objects of internal and external suppliers;
- Recording in accounting chronologically and systematically, using analytical accounts, of supporting documents related to the project;
- The written receipt of fixed assets, their registration in the accounting records and in the Register of Inventory Numbers, the monthly calculation of depreciation and the registration of related accounting notes;
- Accounting records of fixed assets and in custody, issuing labels and distributing them and assigning inventory numbers;
- Recording and checking in accounting, chronologically and systematically, the receipts and payments made through the bank and treasury accounts of the project;
- Formulation of proposals to optimize the development of projects and permanent follow-up of the financial flow of projects;
- Centralization and proper archiving of documents related to the projects in accordance with the Financing Contracts and the issued Instructions;
- Liaising with the financial-accounting services of IFIN-HH for the smooth development of the financial-accounting service of the ELI-NP project;
- Permanent information of the Economic Director regarding the expenses involved in the project;
Conditions of employment:

The activity shall take place within the ELI-NP Project of IFIN-HH, in Măgurele Town, Ilfov County, Romania.

Working conditions, salary and the chance of a successful career at excellence level.

The competition folders must contain:

a) the application form;
b) Curriculum Vitae, accompanied by activity report;
c) the documents certifying the identity, in copy;
d) documents certifying the fulfilment of education conditions (baccalaureate diploma, bachelor’s degree, bachelor’s degree transcript of records attached to the bachelor’s degree, in legalized copies);
e) documents certifying the fulfilment of conditions regarding years of employment (employment records and/or certificates certifying the years of employment, in legalized copies);
f) birth certificate, in legalized copy;
g) marriage certificate, in legalized copy (if applicable);
h) medical certificate, medically fit;
i) criminal record certificate;
j) at least two recommendations attesting the professional capacity and the moral probity.

The competition shall take place in three stages:

a) the verification of the fulfilment of application conditions and the selection of candidates;
b) the evaluation of selected folders;
c) the interview of selected candidates.

Evaluation of the candidates:

The evaluation of the candidates shall be made taking into account the application folders and the appraisal of the candidates during the interview, by applying the following algorithm in relation with a maximum score that may be awarded, namely 100 points:

• professional training and experience: 50 points;
• understanding of job duties and holding the necessary abilities and skills: 50 points

The final score shall be calculated by adding up the points awarded for each of the 2 (two) abovementioned criteria and must be at least 70. The candidate who has obtained the highest score above the minimum score shall be declared “admitted” to fill the position.

The result of the competition shall be communicated to the candidates by the care of the Competition Committee.