

## ANNOUNCEMENT

"Petru Poni" Institute of Macromolecular Chemistry, Iași Romania organizes a competition for the occupation of a vacant contractual position, according to Government Decision no. 1336/2022.

### Position Details

Position	Specialized Inspector Grade IA
Specialization	Payroll Economist
Employment Period	Indefinite duration
Working Schedule	Full-time, 8 hours/day, 40 hours/week
Contract Period	Indefinite

### General Requirements

- Romanian citizenship or citizenship of another EU Member State;
- Knowledge of the Romanian language, spoken and written;
- Minimum age required by law;
- Full legal capacity;
- Appropriate health condition for the position;
- Fulfillment of education, seniority, and other specific requirements;
- No final criminal conviction incompatible with the position.

### Specific Requirements

- Higher economic education completed with a bachelor's degree;
- Minimum 7 years of experience in payroll/accounting;
- Good knowledge of payroll, labor, and fiscal legislation;
- Knowledge of the REVISAL system;
- Computer skills: Microsoft Office;
- Organizational and communication skills.

### Specific Requirements

- solid knowledge of labor legislation (Labor Code) and tax legislation applicable to payroll;
- PC operating skills: Windows, advanced MS Office (Excel – calculation functions, pivot tables, reports);
- solid theoretical and practical knowledge in the field of payroll for staff in public institutions;
- use of payroll software;
- familiarity with submitting specific tax returns;
- knowledge of Regulation (EU) 2016/679 (GDPR) in the context of personal data processing.

**Skills:** High attention to detail and accuracy, ability to strictly meet deadlines, confidentiality and professional integrity, good communication and teamwork skills, analytical and organizational skills.

### Required Documents for the Application File

- Application form;
- Copy of identity document;
- Copies of education diplomas;
- Documents proving professional experience;
- Criminal record certificate;
- Medical certificate;
- Curriculum Vitae;
- Other relevant supporting documents.

<b>No.</b>	<b>Activity</b>	<b>Date and Time</b>
1	Publication of the competition announcement	18.12.2025
2	Submission of application files at: National Institute of Macromolecular Chemistry “Petru Poni” Iași, headquartered in Iași, 41A Grigore Ghica Vodă Alley, Iași County	Deadline: 09.01.2026, 16:00
3	Selection of application files by the members of the competition committee	13.01.2026, 16:00
4	Publication of the results of the application file selection	14.01.2026, 16:00
5	Submission of appeals regarding the results of the application file selection	15.01.2026, 16:00
6	Publication of the results of the appeals settlement	16.01.2026, 16:00
7	Written examination	19.01.2026, 10:00
8	Publication of the written examination results	20.01.2026, 16:00
9	Submission of appeals regarding the written examination results	21.01.2026, 16:00
10	Publication of the results of the appeals settlement	22.01.2026, 16:00
11	Interview examination	23.01.2026, 10:00
12	Communication of the interview examination results	26.01.2026, 16:00
13	Submission of appeals regarding the interview examination results	27.01.2026, 16:00

<b>No.</b>	<b>Activity</b>	<b>Date and Time</b>
14	Publication of the results of the appeals settlement	28.01.2026, 12:00
15	Publication of the final competition results	28.01.2026, 16:00

## **TOPICS**

for the competition organized for filling the vacant position of Specialized Inspector Grade IA

### **1. Labor Legislation**

- The Labor Code (Law no. 53/2003, republished, with subsequent amendments and additions) – provisions regarding the individual employment contract, working time, leave, remuneration, material liability, and disciplinary liability.
- Framework Law no. 153/2017 regarding the remuneration of personnel paid from public funds, with subsequent amendments and additions, as well as the implementing normative acts.
- The Internal Regulations of the Petru Poni Institute of Macromolecular Chemistry.

### **2. Fiscal and Accounting Legislation in the Field of Payroll**

- The Fiscal Code (Law no. 227/2015, with subsequent amendments and additions) – provisions regarding income tax on salaries and mandatory social contributions (CAS, CASS, CAM).
- Deadlines and methods for calculating, declaring, and paying salary taxes and contributions.
- Fiscal declarations specific to payroll activities (D112, etc.) – completion and submission procedures.

### **3. Payroll Operations and Practical Applications**

- Calculation of gross and net salary entitlements, legal and voluntary deductions.
- Preparation of payroll statements and payment orders related to salaries and contributions.
- Use of payroll software applications.
- Advanced use of MS Excel (calculation functions, pivot tables, reports).
- Preparation of salary certificates and certificates attesting length of service.

#### 4. Personal Data Protection

- Regulation (EU) 2016/679 (GDPR) and Law no. 190/2018 – principles and rules regarding the processing of personal data in the context of human resources management and payroll administration.

#### BIBLIOGRAPHY

for the competition organized for filling the vacant position of Specialized Inspector Grade IA

1. Law no. 53/2003 – Labor Code, republished, with subsequent amendments and additions.
2. Law no. 227/2015 – Fiscal Code, with subsequent amendments and additions.
3. Framework Law no. 153/2017 regarding the remuneration of personnel paid from public funds, with subsequent amendments and additions.
4. Government Decision no. 1336/2022 approving the Framework Regulation regarding the organization and career development of contractual staff in the public sector paid from public funds.
5. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 regarding the protection of natural persons with regard to the processing of personal data and on the free movement of such data.
6. Law no. 190/2018 regarding measures for the implementation of Regulation (EU) 2016/679 of the European Parliament and of the Council.
7. The Regulation for Organization and Functioning (ROF) and the Internal Regulation (RI) of the Petru Poni Institute of Macromolecular Chemistry.
8. Updated specialized works and guidelines in the field of payroll and human resources.

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