

# COMPETITION ANNOUNCEMENT

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The “Petru Poni” Institute of Macromolecular Chemistry Iași, headquartered in Iași, 41A Aleea Grigore Ghica Vodă, Iași County, organizes a competition for filling a contractual position in accordance with Government Decision no. 1336/28.10.2022 and the applicable provisions of Emergency Ordinance no. 156/2024.

<b>Position title</b>	Senior Specialist Inspector Grade I (Economist with cashier duties), COR code 263101
<b>Number of positions</b>	1 unique vacant position
<b>Position level</b>	Execution position
<b>Department / structure</b>	Financial-Accounting Service
<b>Working time</b>	8 hours per day, 40 hours per week
<b>Duration</b>	Indefinite period

## General participation requirements

- Romanian citizenship or citizenship of another Member State of the European Union, of a state party to the Agreement on the European Economic Area (EEA), or Swiss Confederation citizenship;
- knowledge of the Romanian language, written and spoken;
- working capacity in accordance with Law no. 53/2003, the Labor Code, republished, as subsequently amended and supplemented;
- a state of health appropriate for the position applied for, certified by a medical certificate issued by the family doctor or by authorized medical institutions;
- fulfillment of the education, seniority and, where applicable, other specific requirements according to the requirements of the position announced;
- no final conviction for offences against national security, authority, humanity, corruption or service-related offences, forgery offences or offences against the administration of justice, or intentional offences that would make a person incompatible with the contractual position applied for, except where rehabilitation has occurred;
- not serving a complementary sentence prohibiting the right to occupy the position, to exercise the profession or trade, or to carry out the activity used to commit the offence, and no safety measure prohibiting the occupation of a position or the exercise of a profession has been ordered;
- no offences provided for by Article 1 para. (2) of Law no. 118/2019 regarding the National Automated Register concerning persons who have committed sexual offences, exploitation offences or offences against minors, for the fields provided under Article 35 para. (1) letter h).

## Specific requirements

- higher education in economics;
- minimum 7 years of work experience;
- solid PC operating skills: Microsoft package and Internet navigation;
- previous activity in a public institution is an advantage.

## Main duties and responsibilities

- receipt of cash, making payments, keeping the cash receipts and payments register, and bearing material responsibility for collected values;
- preparation of payment orders to the Treasury and banks based on approved payment documents;

- issuing invoices for research contracts and service/analysis contracts performed by the research laboratories;
- preparation of cost calculations for products made within the Applied Research and Technology Transfer Laboratory and for analyses carried out in the research laboratories;
- verification of the documentation package prepared by project leaders when settling intermediate and final stages of research contracts;
- verification, updating and centralization of project proposals/research contracts carried out under the authority of UEFISCDI;
- verification of the documents prepared by project leaders when concluding new contracts and annual addenda;
- updating cost estimates following legislative changes or at the request of project leaders in case of cost reallocations;
- preparation of the centralized situation of post-calculation cost estimates following the submission of the final stages of research contracts;
- preparation of the centralized situation of ongoing research contracts, by programs, with the breakdown of the value by expenditure categories and funding sources;
- analytical accounting records for tangible and intangible fixed assets.

### Application file

- application form, according to Annex no. 2 to the Framework Regulation on the organization and career development of contractual staff;
- copy of the identity card or of any other valid document proving identity;
- copy of the marriage certificate or of another document proving the change of name, where applicable;
- copies of the documents certifying the level of studies and of other documents certifying completed specializations, as well as copies of the documents proving fulfillment of the specific requirements of the position;
- copy of the employment record book and/or certificate issued by the employer for the worked period, proving length of service;
- criminal record certificate or, where applicable, an extract from the criminal record;
- medical certificate attesting the state of health required for the position, issued by the candidate's family doctor or by authorized medical institutions no more than 6 months before the competition;
- Curriculum Vitae, Europass format.

### Competition calendar

Activity	Date and time
1. Publicarea anunțului	03.02.2025
2. Depunerea dosarelor de participare la concurs at the address of the "Petru Poni" Institute of Macromolecular Chemistry Iași, 41A Aleea Grigore Ghica Vodă, Iași County Termen-limită:	17.02.2025, ora 12:00
3. Selecția dosarelor de către membrii comisiei de concurs	19.02.2025, ora 12:00
4. Afișarea rezultatelor selecției dosarelor	20.02.2025, ora 12:00
5. Depunerea contestațiilor privind rezultatele selecției dosarelor	21.02.2025, ora 12:00
6. Afișarea rezultatului soluționării contestațiilor	24.02.2025, ora 12:00
7. Susținerea probei scrise	25.02.2025, ora 10:00
8. Afișarea rezultatului probei scrise	26.02.2025, ora 12:00
9. Depunerea contestațiilor privind rezultatele	27.02.2025, ora 12:00

probei scrise	
10. Afișarea rezultatului soluționării contestațiilor	28.02.2025, ora 16:00
11. Susținerea probei orale (interviu)	03.03.2025, ora 10:00
12. Afișarea rezultatului probei orale (interviu)	03.03.2025, ora 16:00
13. Depunerea contestațiilor privind rezultatele probei orale (interviu)	04.03.2025, ora 12:00
14. Afișarea rezultatului soluționării contestațiilor	04.03.2025, ora 16:00
15. Afișarea rezultatului final al concursului	05.03.2025, ora 12:00

## Topics

1. Organization and functioning of the Romanian Academy.
2. Organization and functioning of ICMPP Iași.
3. Specific accounting documents.
4. Preparation of accounting records.
5. Budgetary commitments and legal commitments.
6. Liquidation, ordering and payment of expenditure.
7. Liquidation and ordering of expenditure.
8. Organization and keeping of accounting records in public institutions.
9. The chart of accounts for public institutions and instructions for its application.
10. Working with the Treasury and the banking system.
11. Stocktaking of assets, liabilities and equity.
12. Revaluation and amortization of fixed assets.

## Bibliography

13. Law no. 752/2001 on the organization and functioning of the Romanian Academy, republished;
14. The Statute of the Romanian Academy, published in the Official Gazette of Romania, Part I, no. 1152/2021, as subsequently amended and supplemented;
15. ICMPP Organization and Functioning Regulation, available at [https://icmpp.ro/public\\_info.php](https://icmpp.ro/public_info.php);
16. ICMPP Internal Regulation, revision 5, available at [https://icmpp.ro/public\\_info.php](https://icmpp.ro/public_info.php);
17. Law no. 82/1991 on accounting, republished, as subsequently amended and supplemented;
18. Order no. 1917/2005 approving the methodological rules on the organization and keeping of accounting records in public institutions, the Chart of Accounts for Public Institutions and the instructions for its application;
19. Law no. 500/2002 on public finance, as subsequently amended and supplemented;
20. Order no. 1792/2002 approving the methodological norms on the commitment, liquidation, ordering and payment of expenditure of public institutions;
21. Order no. 2861/2009 approving the rules on the organization and carrying out of the inventory of assets, liabilities and equity;
22. Government Decision no. 2139/2004 on the catalogue regarding the classification and normal useful lives of fixed assets.

## Additional information

Additional information can be obtained by telephone at 0332 880 050 ext. 209, by e-mail at [balan.catalina@icmpp.ro](mailto:balan.catalina@icmpp.ro) and on the website [www.icmpp.ro](http://www.icmpp.ro).