

COMPETITION ANNOUNCEMENT

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.

Position title	Senior Specialist Inspector Grade I (Economist with merchandiser duties), COR code 263101
Number of positions	1 unique vacant position
Position level	Execution position
Working time	8 hours per day, 40 hours per week
Duration	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 or engineering;
- minimum 5 years of work experience;
- knowledge in logistics and stock management is an advantage;
- PC operating skills: Microsoft package and Internet navigation.

Main duties and responsibilities

- skills and knowledge for operating and managing procedures in SICAP and direct public procurement;
- cooperating with the procurement department in preparing and publishing quarterly SEAP notifications regarding grouped direct procurements;
- carrying out market studies and building a database of suppliers of goods, works and services to be procured by the institute;

- carrying out public procurement activities for medicines, disinfectants, standardized forms, laboratory gases, stationery, various materials needed for repairs and maintenance, uniforms and protective equipment, and inventory items of functional or household use;
- ensuring the necessary fire-prevention and fire-fighting materials within the institute's procurement plan, in compliance with the legislation in force;
- cooperating with the coordinator of the public procurement office in drawing up the public procurement plan and the supply plan for raw materials, materials, installations and maintenance/operating needs;
- verifying the quality standards of procured products according to the legislation in force and the applicants' requirements;
- preparing goods reception documentation, including control reports and minutes attesting product conformity;
- working with suppliers by negotiating delivery conditions and resolving non-conformities;
- ensuring that received documents comply with occupational safety and health legislation and applicable ISO standards;
- handling complaints and amicably resolving non-conformities reported by direct beneficiaries regarding product quality;
- receiving tangible and intangible fixed assets, preparing the reception note, recording fixed assets in the inventory register, preparing movement slips, reception reports and commissioning reports;
- keeping records of gas cylinders under rental and monitoring storage and use conditions according to the rules in force;
- travelling to suppliers in Romania for the procurement of raw materials and materials requiring prior reception and inspection or special transport conditions;
- cooperating with the expert in knowledge/technology transfer in promoting research results transferable to the economy through fairs, direct contacts with companies and similar actions;
- institutional communication and relationship skills.

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
LA SEDIUL INSTITUȚIEI:	30.05.2025
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:	13.06.2025, ora 14:00
3. Selecția dosarelor de către membrii comisiei de	16.06.2025, ora 14:00

concurs	
4. Afișarea rezultatelor selecției dosarelor	16.06.2025, ora 16:00
5. Depunerea contestațiilor privind rezultatele	17.06.2025, ora 14:00
6. Afișarea rezultatului soluționării contestațiilor	18.06.2025, ora 12:00
7. Susținerea probei scrise	19.06.2025, ora 10:00
8. Afișarea rezultatului probei scrise	20.06.2025, ora 14:00
9. Depunerea contestațiilor privind rezultatele probei	23.06.2025, ora 14:00
10. Afișarea rezultatului soluționării contestațiilor	24.06.2025, ora 16:00
11. Susținerea probei orale (interviu)	25.06.2025, ora 10:00
12. Afișarea rezultatului probei orale (interviu)	25.06.2025, ora 16:00
ACADEMIA ROMÂNĂ INSTITUTUL DE CHIMIE MACROMOLECULARĂ „PETRU PONI” IAȘI Aleea Grigore Ghica Vodă, nr. 41A Telefon: 0332-880.220 / 0332-880.050 Email: pponi@icmpp.ro PETRU PONI CF 4541750 13. Depunerea contestațiilor privind rezultatele probei	26.06.2025, ora 14:00
14. Afișarea rezultatului soluționării contestațiilor	26.06.2025, ora 16:00
15. Afișarea rezultatului final al concursului	27.06.2025, ora 14:00

Topics

1. Duties of the merchandiser. Professional qualities of a merchandiser.
2. Direct procurements carried out exclusively by electronic means as well as offline direct procurements.
3. Types of procedures and the thresholds for initiating them.
4. Principles promoted by public procurement law.
5. Rules for avoiding conflicts of interest within procedures.
6. Employees' obligations regarding occupational safety and health.
7. Classification and recording of tangible and intangible fixed assets.
8. Common standard forms for recording fixed assets and their preparation and use.

Bibliography

9. Law no. 98/2016 on public procurement, updated;
10. Government Decision no. 395/2016 approving the methodological rules for applying the provisions regarding the award of public procurement contracts/framework agreements under Law no. 98/2016 on public procurement, updated;
11. Law no. 319/2006 on occupational safety and health, as subsequently amended and supplemented;
12. Government Decision no. 1048/2006 on the minimum safety and health requirements for the use by workers of personal protective equipment at the workplace;
13. Order no. 2861/2009 approving the rules on the organization and carrying out of the inventory of assets, liabilities and equity;
14. Government Decision no. 2139/2004, 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 and on the website www.icmpp.ro. Contact person: Catalina Balan, Specialist Referrer IA - Human Resources and Payroll Service.