

ANNOUNCEMENT

The "**Petru Poni**" Institute of Macromolecular Chemistry (ICMPP), based in Iași, 41A Grigore Ghica Vodă Alley, Iași county. Iași, organizes a competition for the occupation of a contractual execution position - temporarily vacant - in accordance with the provisions of G.D. no. 1336/28.10.2022, respectively Emergency Government Ordinance 156/30.12.2024, art. VII (1), (2) and (4), within the **project "Fostering European Talents for Widening Circular Economy"**, acronym: "**Talent Pass**", call HORIZON-WIDERA-2024-TALENTS-03, a project in which ICMPP is **Coordinator (CO)**, as follows:

Job title: assistant director/function manager (higher education) - COR CODE 243217 ("Assistant manager" according to the grant agreement - member of the implementation team)

Number of posts: 1 temporary vacant position

Job Level: Execution Function

Type of employment contract: Individual part-time employment contract

Working hours: 9 hours/month, according to the timesheet

Estimated contract start date: 01.01.2026

Period of employment: fixed, until 30.06.2026

Place of activity : ICMPP

Venue of the competition: ICMPP, Aleea Gr. Ghica Voda 41A, 700487 Iași, Romania.

Note: This position is open to all candidates regardless of their gender, religion, race, or sexual orientation, with the project team rejecting any type of discrimination.

General requirements for candidates:

- The candidate has Romanian citizenship, citizenship of other member states of the European Union or of states belonging to the European Economic Area and domicile in Romania.
- The candidate knows Romanian and English (advanced level at least level B1/B2) written and spoken;
- The candidate has full capacity to exercise;
- The candidate has a state of health appropriate to the position for which he/she is applying;
- The candidate is medically fit;
- The candidate has availability for part-time employment for a fixed period.

Job Specific Requirements:

- The candidate must be a graduate of higher education, with a bachelor's and master's degree, in technical fields/sciences (chemistry, physics, etc.)/economic/legal/administrative;
- The candidate must have advanced knowledge of English (at least level B1/B2);
- The candidate must have skills in document management, preparation of correspondence, reporting, use of computers and ensuring communication;
- The candidate must be motivated and creative, with advanced communication and teamwork skills;
- Digital skills (use of the Microsoft Office suite (Word, Excel), Adobe Acrobat, the Funding & Tenders platform, as well as online collaboration information systems, such as: Google Workspace, Microsoft Teams, Zoom);
- Ability to self-organize and prioritize tasks;
- Maintaining confidentiality;
- Availability for travel - in the country and abroad.

Requirements that constitute an advantage:

1. Previous participation in the implementation of projects with European funding (e.g. Horizon Europe projects, etc.);
2. Experience in writing reports, supporting documents and working with project teams.

The registration file must contain the documents provided by art. 35 para. (1) of Law no. 1336/2022 for the approval of the Framework Regulation on the organization and career development of contractual staff in the budgetary sector paid from public funds and on the Statute of research and development staff, namely:

- The candidate's registration form according to *Annex 2*, requesting registration for the competition to fill the vacant position; the application must be dated and signed by the candidate and registered within the legal registration deadline;
- Copy of identity document and copies of documents attesting to the change of name, if applicable;
- Copies of the documents attesting the candidate's studies: bachelor's and/or master's degree accompanied by the transcript;
- Diplomas obtained in other states must be recognized by the National Center for Recognition and Equivalence of Diplomas (CNRED), and implicitly by the National Council for the Attestation of University Titles, Diplomas and Certificates (CNATDCU), or started the steps for them. In the event that the candidate declared the winner does not hold a diploma issued by a higher education institution in Romania, he/she must submit a copy of the original of the certificate of recognition or equivalence of the same before being employed and signing the individual employment contract, under penalty of not issuing the administrative act of employment on the job;
- *Curriculum vitae* adapted to the specific requirements of the position;
- Medical certificate in original, clearly attesting the state of health, number, date, name of the issuer and its quality, in the standard format established by the Ministry of Health;
- Criminal record or declaration that he/she has no criminal convictions that would make him or her incompatible with the position for which he/she is applying, with the completion of the competition file (until the date of the first competition test) with the original criminal record.

The calendar of the contest that will be organized at the institution's headquarters:

Crt .	Activities	Date and time
1.	Publication of the announcement	28.11.2025
2.	Submission of the applications for participation in the competition at: "Petru Poni" Institute of Macromolecular Chemistry Iași, based in Iași, Aleea Grigore Ghica Vodă nr. 41A, jud. Iasi	Submission deadline: 05.12.2025, 14:00
3.	Selection of files by the members of the competition commission	08.12.2025, 14:00
4.	Display of the results of the selection of the files	08.12.2025, 16:00
5.	Submission of appeals regarding the results of the selection of files	09.12.2025, 14:00
6.	Posting the result of the resolution of appeals	10.12.2025, 14:00
7.	Taking the written test	11.12.2025, 10:00 a.m.
8.	Displaying the result of the written test	12.12.2025, 14:00

9.	Submission of appeals regarding the results of the written test	15.12.2025, 14:00
10.	Posting the result of the resolution of appeals	16.12.2025, 14:00
11.	Interview (in Romanian and English)	17.12.2025, 10:00 a.m.
12.	Communication of the results after the interview	18.12.2025, 14:00
13.	Submission of appeals regarding the result of the interview	19.12.2025, 14:00
14.	Posting the result of the resolution of appeals	19.12.2025, 16:00
15.	Posting the final result of the contest	22.12.2025, 14:00

Competition tests:

- *Analysis of the candidate's file* (elimination). The lack of a requested document or the failure to meet a mandatory requirement entails elimination from the competition. The results of the selection of the competition files are displayed on the ICMPP website with the mention "admitted" or "rejected";

- *Written test* (eliminary): it will take place at the ICMPP headquarters, for two hours, with topics according to the announced theme. In order to be declared admitted, candidates must obtain a minimum score of 50 points in the written test. The results of the written test are displayed on the ICMPP website with the mention "admitted" or "rejected";

- *Interview test* (eliminary): it will take place at the ICMPP headquarters with topics according to the announced theme. In order to be declared admitted, candidates must obtain at least 50 points in the oral test. The results of the written test are displayed on the ICMPP website with the mention "admitted" or "rejected".

The result of the competition tests is assessed by each member of the commission by scoring from 1 to 100 points; The grade of the test represents the arithmetic average of the marks awarded by the members of the commission.

The final grade of the candidates is calculated with the arithmetic average of the two tests;

The candidate who obtained the highest final grade in the hierarchy of candidates is declared admitted.

The selected candidate will be involved in activities involving administrative tasks, support for the director and project manager in carrying out the tasks. Participates in the elaboration of the documents on the progress of the project and follows the framing of the activities within the established time schedule. Responsible for organizing consortium/project management/leaders, work package meetings and preparing minutes. Participates in the elaboration of progress reports, is responsible for communication between the members of the project management/implementation team and between the management team and the decision-makers of the institute. Participate in the organization of Workshops within the project. Travels in the country and abroad in the interest of the project.

Topics:

1. ERA TALENTS projects - specific conditions of the European Commission Work Package - Horizon Europe Work Programme 2023-2025 - 11. Widening participation and strengthening the European Research Area (ERA TALENT);
2. Rules specific to the European Commission's Horizon Europe programme: eligibility conditions, expenditures, reporting rules.
3. Talent Pass Project

Bibliography:

1. Horizon Europe: https://research-and-innovation.ec.europa.eu/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe_en;
2. Funding contract for the Horizon Europe programme (AGA – Annotated Grant Agreement): https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf;
3. <https://www.talentpass-project.eu/>

Details regarding the specific conditions, or additional relations can be obtained at the Human Resources Service at the headquarters of the "Petru Poni" Institute of Macromolecular Chemistry in Iasi, phone 0332 880 220, email: balan.catalina@icmpp.ro

This announcement was published on the website - "Competitions" section of the Institute by the Secretary of the Competition Commission, on 28.11.2025