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| sigla petru poni v8 | **ROMANIAN ACADEMY**  **“PETRU PONI” INSTITUTE OF MACROMOLECULAR CHEMISTRY**  41A Grigore Ghica Voda Alley, 700487 IAȘI, ROMANIA  Tel. +40.332.880220; Fax: +40.232.211299 |

**COMPETITION ANNOUNCEMENT**

“Petru Poni” Institute of Macromolecular Chemistry Iasi announces a competition for the position of Specialist Inspector- Economist, COR 263101

**Number of positions for competition:** 1

**Type of employment contract:** Individual full time employment contract

**Employment period:** permanent

**The place of activity:** Financial-Accounting Department

**Competition procedure:** file selection, written test and interview

**Place of the competition**: “Petru Poni” Institute of Macromolecular Chemistry (ICMPP), 41A Grigore Ghica Voda Alley, 700487 Iași

**The enrolment file** must contain the documents provided by HG 1.336/2022 regarding approval of the framework Regulation on the organization and career development of contractual staff in the budgetary sector paid from public funds:

- The candidate's application for registration addressed to the management of "Petru Poni" Institute of Macromolecular Chemistry Iasi;

- Curriculum vitae - common European model;

- Copy of identity document and copies of documents certifying the change of name, if applicable;

- Copies of the documents certifying the candidate's studies: bachelor's and/or master's degree;

- Copy of the work book, according to the original, or, as the case may be, a certificate attesting the length of service, profession and/or specialty of studies

- Criminal record or declaration on his own responsibility that he/she has no criminal convictions that would make him/her incompatible with the position for which he/she is applying, with the completion of the competition file (up to the date of the first competition test) with the original criminal record;

- The certificate of behavioral integrity showing that no offences referred to in art. 1 para. (2) of Law nr. 118/2019 regarding the National Automated Register of persons who have committed sexual offenses, exploitation of persons or minors, as well as for completing Law no. 76/2008 on the organization and functioning of the National Judicial Genetic Data System, with subsequent amendments, for candidates enrolled for positions within the education, health or social protection system, as well as any public or private entity whose activity involves direct contact with children, elderly people, people with disabilities or other categories of vulnerable persons or which involves physical examination or psychological evaluation of a People;

- Medical certificate in original, attesting clearly the state of health, the number, date, name of the issuer and its quality, in the standard format established by the Ministry of Health;

- Recommendation from the place where he previously worked;

- Other documents relevant to the competition.

*Candidates will submit all registration documents to the Human Resources Payroll Department.*

***Job requirements:***

- specialized studies, bachelor's or master's degree studies in economic sciences

- PC skills: Microsoft Office (Word, Excel), Internet Explorer

- Experience in accounting for public institutions is an advantage.

***Conditions required to fill a contractual post***

In order to participate in the competition, candidates must meet the conditions of art. 15 of HG 1.336/2022:.

- Romanian nationality or nationality of another Member State of the European Union, of a State party to the Agreement on the European Economic Area (EEA) or of the Swiss Confederation;

- Romanian language, written and spoken;

- work capacity in accordance with the provisions of Law nr. 53/2003 - Labour Code, republished, with subsequent amendments and completions;

- proper state of health corresponding to the position for which he is applying, attested on the basis of the medical certificate issued by the family doctor or by the authorized health units;

- fulfills the conditions of studies, seniority in the specialty and, where appropriate, other specific conditions according to the requirements of the position put up for competition;

no criminal record for committing a crime against national security, against authority, against humanity, crimes of corruption or office, crimes of forgery or against the administration of justice, crimes committed with intent that would make a person candidate for office incompatible with the exercise of the contractual function for which he is applying, unless rehabilitation has occurred

- no criminal record regarding supplementary sentence prohibiting him from exercising the right to hold office, to exercise the profession or profession or to carry out the activity used for committing the offence, or against which the security measure prohibiting him from holding an office or exercising a profession has not been taken

- no offences referred to in Art. 1 para. (2) of Law nr. 118/2019 regarding the National Automated Register of persons who have committed sexual offenses, exploitation of persons or minors, as well as for completing Law no. 76/2008 on the organization and functioning of the National Judicial Genetic Data System, with subsequent amendments, for the fields referred to in art. 35 para. (1) (h).

**Competition timetable:**

**Competition publication date**: March 27, 2024

**Deadline of the files submission: April 10, 2024; 15:00**

**Publication of the results on the files analysis:** April 11, 2024, 12:00

**Appeals of the results on the files analysis must be submitted until:** April 12, 2024, 12.00

**Publication of the final results on the file analysis on the institute's website:** April 15, 2024, 12.00

**Written test date: April 18, 2024, 13.00**

**Date of publication of the results of the written test:** April19, 2024, 12.00

**Appeals of the results on the written test must be submitted until:** April22, 2024, 12.00

**Publication of the final results on the written test on the institute's website:** April 22, 2024, 16.00

**Oral examination:** April 24, 2024, 11.00.

**Date of publication of the results of the oral examination:** April24, 2024, ora 16.00

**Appeals of the results on the oral examination must be submitted until:** April 25, 2024, 16.00

**Publication of the final results on the oral examination on the institute's website:** April 29, 2024, ora 12.00

***Examination topics:***

1. Accounting policies, correction of accounting errors subsequent to the submission of annual financial statements.

2. How to record expenditures on functional and economic classification of the state budget and budget of activities financed from own revenues for public institutions.

3. Employment, Liquidation, Ordering and Payment of Expenses in Public Institutions.

4. Rights and obligations of staff from public institutions sent on delegation.

5. Revaluation and depreciation of fixed assets owned by public institutions.

6. General inventory of the patrimony of public institutions.

7. Management of funds and other valuables

***Bibliography****:*

1. Accounting Law no. 82/1991 with subsequent amendments and completions;

2. Public Finance Law no. 500/2002;

3. Law 227/2015 regarding the Fiscal Code, with subsequent amendments and completions;

4. OMFP Order m. 1792/2002 regarding the commitment, liquidation, authorization and payment of expenses, with subsequent amendments;

5. OMFP Order m. 1917/2005 regarding the chart of accounts in public institutions, with subsequent amendments and completions and application instructions (OMFP no.2021/2013, OMFP no.45/2014, OMFP no.720/2014, OMFP no.465/2015),

6. Order No. 2634/2015 on financial accounting documents;

7. Order No. 2861/2009 approving the Rules regarding the organization and carrying out of the inventory of assets, liabilities and equity;

8. Decision No. 841 of 23 October 1995 on procedures for transmission without payment and capitalization of goods belonging to public institutions;

9. Order no. 1954/2005 approving the Classification of indicators on public fin

10. HG no. 518/1995 regarding certain rights and obligations of Romanian personnel sent abroad to fulfill temporary missions, with subsequent amendments and completionsances.

11. HG no. 714/2018 on the rights and obligations of the staff of public authorities and institutions during delegation and secondment to another location, as well as in case of travel within the locality, within the meaning of the service with subsequent amendments and completions.

12. Decree No. 209 / 1976 for the approval of the Regulation of cash operations

13. Law 22/1969 on the employment of managers, the establishment of guarantees and liability in connection with the management of assets;

Additional relations can be obtained at the Human Resources and Payroll Dept., “Petru Poni” Institute of Macromolecular Chemistry from Iasi, telephone 0332 880 220, e-mail: *enciu.diana@icmpp.ro*