**RULES**

**of organization of the competition for filling the position of**

**ELI RO - Nuclear Physics (ELI-RO) Subunit DIRECTOR at IFIN-HH**

*Considering the provisions of Romanian Government Decision (H.G.) No 1367/2010 amending Romanian Government Decision (H.G.) No 1309/1996 on the establishment of IFIN-HH and Romanian Government Decision (H.G.) No 965/2005 approving the Rules of organization and functioning of IFIN-HH, as well as of the current Collective Bargaining Agreement across IFIN-HH, these* ***Rules of organization of the competition for filling the position of* ELI RO - Nuclear Physics (ELI-RO) *Subunit Director at IFIN-HH*** *and the competition committees are submitted to the Board of Administration for approval, according to the organizational framework given below:*

1. **General considerations**
2. The position of *ELI RO - Nuclear Physics (ELI-RO)* *Subunit* *DIRECTOR* *at IFIN-HH* shall be made by competition, under the conditions of the abovementioned regulations and in compliance with these Rules.
3. The competition shall be organized by the Human Resources Office of the Legal and Human Resources Compartment which also ensures the secretariat of the competition/appeals committee, with the publication in a widely circulated newspaper and posting at the institute’s headquarters and on IFIN-HH website, of the terms and conditions for applying for the competition, as well as of the required application file documents.
4. The Director General shall establish, through a decision, the membership of the competition committee and of the appeals committee, following their approval by the IFIN-HH Board of Administration.
5. The competition/appeals committee and each of its members shall act with a view to fulfilling their role and incumbent responsibilities while observing the principles of transparency, fairness, impartiality, confidentiality, and equal treatment in assessing each candidate.
6. The Human Resources Office has the obligation to ensure the advertising of the competition.
7. The competition shall be made public by means of an advertisement containing at least the following information: job title and description, application conditions; documents requested from the candidates to prepare the application file; how to submit/send the application file; limit date and time for submitting application files, as well as the competition schedule.
8. The competition advertisement shall be posted through the care of the Human Resources office, in a widely circulated newspaper, on the noticeboard and on the institute’s website, at least 45 days before the expiry of the deadline for submitting candidates’ application files.
9. **Application conditions**

Any person satisfying the following conditions may apply for the position:

* has full capacity of exercise;
* is certified as a first-degree research scientist;
* has been a specialist in research and development in the institute’s field of activity for at least 9 years and holds a PhD degree;
* has at least 5 years of proven coordination experience in management and/or in leading at least one team defined under a major project[[1]](#footnote-1);
* has no criminal record;
* has not been sanctioned for breaching the rules of good conduct and ethics in research and development or, as applicable, the internal regulations on the organization, functioning and activity of the institute;
* does not hold shares, both the candidate and their spouse, relatives and kins down to the third degree included, in a company having the same line of business or with which IFIN-HH has direct trade relations;
* proves to have sound knowledge of English during the interview.
1. **Content of the application file**
2. The application file shall contain:
* application form, according to the sample given in *Annex 1* and the list of documents contained therein;
* copy of the identity document;
* Europass curriculum vitae, *in Romanian and/or English*;
* copy of the documents certifying the level of studies/legalized copy;
* copy of the documents certifying the scientific title/legalized copy;
* copy of the documents certifying professional and management experience/legalized copy;
* criminal record certificate indicating no criminal history;
* medical certificate regarding the candidate’s medical condition, with the mention medically fit for applying and being hired;
* a list containing the names and contact information of at least three specialists of international repute and recognition relevant for the institute’s field of activity, for the competition committee to request recommendations regarding the candidate’s competencies and professional experience;
* activity report, *in Romanian and/or English*;
* candidate’s list of papers, structured according to the prerequisites and the evaluation criteria, namely: PhD thesis; books published; articles/studies published in acknowledged journals of international circulation in the field; studies published in the proceedings of acknowledged international scientific events in the country and abroad (with ISSN or ISBN); patents; research & development & innovation projects based on contract/grant; other papers;
* self-statement, signed and dated in the candidate’s handwriting, subject to the penalty of giving false statements in accordance with the current Romanian legislation, regarding the full capacity of exercise, the compliance with the rules of good conduct and ethics in research and development, the absence of any legal impediment for exercising, by the candidate, the duties related to the position of ELI RO - Nuclear Physics (ELI-RO) Subunit Director at IFIN-HH, the fact that they do not hold shares, both the candidate and their spouse, relatives and kins down to the third degree included, in a company having the same line of business or with which IFIN-HH has direct trade relations, as well as the fact that the candidate has not been sanctioned for breaching the legal provisions or the internal regulations - *in Romanian and/or English*;
* managerial offer, to be prepared according to the framework structure in *Annex 2*, *in Romanian and/or English*.
1. The application file shall be submitted/sent by post/fast courier service to the Human Resources Office by the deadline stated in the job advertisement.
2. The Human Resources Office shall allocate a registration number that they will communicate to each candidate.
3. For the documents required in copy, if the candidate does not submit a legalized copy, on submitting the file, the candidate will show the original to be checked against and certified as a “true copy”.
4. Candidates who fail to submit or send the documents certifying the fulfillment of the application conditions by post/fast courier service within the set deadline or if these are nonconforming, they shall be declared rejected.
5. Submitting/sending and registering the application file after the deadline stated in the job advertisement shall entail the candidate’s rejection from the next stages of the competition without the assessment of the fulfillment of the application conditions, of the professional skills and of the managerial offer.
6. Each candidate is entirely responsible for the correspondence address, the information and the documents sent in order to be registered for the competition.
7. Not later than the following day after the last day for submitting the application files, the Human Resources Office shall communicate to the members of the competition committee and, as the case may be, to the replacement members, the list of candidates and their CVs, as well as the data for access to the application files.
8. **Assessment and selection of candidates**
9. The competition shall consist in verifying the fulfillment of the application conditions by the candidates, assessing their professional skills and managerial offers, as well as the interview with the selected candidates.
10. The candidates’ assessment and selection shall be carried out by the competition committee based on the following criteria:
	1. C1 - professional activity: experience in leadership positions, length of service in the specificity of the activity, specializations, PhD in the field, results materialized in publications, patents, inventions, innovative products and technologies, of national or international relevance, prestige and professional references, participation in coordinating research & development programs/projects;
	2. C2 - quality of the managerial offer: vision regarding the research strategy and activity within the subunit, in correlation with the research-development-innovation strategy of the institute; the strategy for the conduct, development, and optimization of the activity; the entering into and, as applicable, expansion of external collaborations; the participation in national and international programs; the development and upgrading of the R&D&I infrastructure of the subunit; the development of material and human potential; the turning to good account of the intellectual capital;
	3. C3 – knowledge related to the decision-making process: knowledge of legislation in the field of scientific research and technological development, general knowledge of labor law, general knowledge in the field of accounting and tax legislation; good understanding of the regulations regarding the organization and functioning of the institute;
	4. C4 - communication/representation skills, analytical and synthesis skills, knowledge in the national and international managerial, public relations, and economic field.
11. The members of the competition committee have the obligation to attend all meetings of the committee fixed in the competition schedule. The works of the competition committee must take place in the presence of all members, in Romanian and/or English, and shall be led by the chair of the committee.
12. The competition committee has the following main duties:
* analyses the candidate’s files and validates, based on the Note of the Human Resources Office, the fulfillment of the application conditions;
* assesses the candidate’s professional and managerial skills;
* interviews each candidate individually;
* grades each candidate according to the evaluation and selection criteria;
* determines the candidates’ ranking depending on the results obtained by them in the evaluation and declares the candidate ranking first as “admitted”;
* draws up and assumes by signing the report on the competition results.
1. The Human Resources Office has the following main duties:
* provides technical support to the activities of the competition committee and to the appeals committee;
* proposes to replace the member/members of the competition committee or of the appeals committee should there be a conflict of interests regarding one or more of their members;
* sees to the compliance with the conditions and deadlines for posting the job advertisement, the application conditions, and the competition documents;
* receives and manages the application file and ensures the communication with each candidate at all stages of the competition and the access to the candidates’ files for the members of the competition committee;
* checks the presence of documents in the application file;
* provides information to the members of the committee about the date from which they have access to the application files and the place where they can be analyzed;
* checks the fulfillment of the application conditions by each candidate;
* draws up the note containing the conclusions of the application file completeness and communicates it to the members of the competition committee;
* draws up and signs, alongside the members of the competition committee, the documents regarding the conduct of the competition;
* ensures document management during and after the competition;
* ensures the communication with the candidates at each stage of the competition, at the email address indicated by the candidate in the registration form;
* ensures the communication of the results of the competition to each candidate (stage 4) and of the final results after the settlement of appeals and posts them on the noticeboard and on the institute’s website;
1. The appeals committee has the following main duties:
* receives the appeal, the application file and all documents drafted by the competition committee from the Human Resources Office;
* analyzes exclusively the compliance with the competition procedures, according to the legal provisions and those hereof, without any powers in terms of assessing the candidates;
* draws up and assumes by signing the report on the analysis and settlement of appeals.
1. **Conduct of the competition**
2. **Stage I**

The Human Resources Office analyzes and verifies the fulfillment of the application conditions, which involves checking the presence of documents and the fulfillment of the application conditions, including based on the self-statement, followed by the confirmation/validation by the competition committee; at this stage the Human Resources Office may ask the candidates to provide relevant information to clarify how they fulfill the application conditions, without this leading to a supplementation of any possible lack of documents in the file; the results of the selection of the registration files shall be communicated in writing to each candidate with the mention “admitted” or “rejected”, accompanied by the reason for rejecting the file.

1. **Stage II**

The analysis and evaluation of the competencies of the candidates who fulfill the application conditions, by the competition committee, shall consist in:

* analyzing and assessing the files, including the managerial offer, of those candidates who have been declared “admitted” at stage I;
* interviewing the candidates; the interview shall be conducted by asking questions involving the evaluation of motivation, of the competencies in the context of the activity previously performed by the candidate and presented in the curriculum vitae and of the major components of the managerial offer; grades shall be given according to *Annex 3*.
1. **Stage III**

Drawing up the report of the competition committee, signed by the competition committee members and by the Human Resources Office, with the table containing the competition results attached. Where there are more candidates who have obtained the same grade during the evaluation process, the candidate with the highest grade in criterion 1 of the assessment shall be deemed successful. Where there are candidates who have obtained the same grade in criterion 1, the candidate with the highest grade in criterion 2 of the assessment shall be deemed successful. Where there are candidates who have obtained the same grade in criteria 1 and 2, the candidate with the highest grade in criteria 3 of the assessment shall be deemed successful.

Where equality still exists, the competition shall be resumed between the candidates who have obtained the same total score, starting from stage II.

Candidates with a score of at least 8 shall be deemed admitted.

1. **Stage II - communication of the results**

The Human Resources Office shall inform the candidate in writing about the final grade and per criteria obtained by them and the result of the competition.

1. **Stage V - appeals**

After the communication of the results obtained, the candidates who are dissatisfied can file an appeal with the Human Resources Office, not later than 3 working days from the date of communicating and posting the result, under the penalty of losing this right; the appeals shall be analyzed by the appeals committee exclusively in terms of their compliance with the competition procedures, according to the legal provisions and those of this methodology, without having any powers related to the evaluation of the candidates.

The appeals committee can decide, as the case may be, that the competition committee resume the evaluation process for the admitted appeals and will provide written reply to the appellants, through the intermediation of the Human Resources Office.

1. **Membership of the committees**

6.1. Competition Committee

Chair: Director General of IFIN-HH

Members: Chair of the Scientific Council of IFIN-HH

Specialist in the institute’s field of activity, a person who can be co-opted including from the international scientific community

Secretary: Human Resources Inspector

Replacement members

6.2. Appeals Committee

Chair: IFIN-HH Director, 1st degree Research Scientist, member of the Board of Directors

Members: IFIN-HH Scientific Secretary

 IFIN-HH Legal Adviser

Secretary: Human Resources Inspector

Replacement members

1. **Appointment and termination of the mandate**

The results of the competition for filling the position of ELI RO - Nuclear Physics (ELI-RO) Subunit Director at IFIN-HH shall be presented for endorsement in the Board of Administration, with a view to issuing the appointment decision.

The appointment as ELI RO - Nuclear Physics (ELI-RO) Subunit Director at IFIN-HH shall be made by Decision of the Director General based on the results of the competition, with the endorsement of the Board of Administration.

The mandate of the ELI RO - Nuclear Physics (ELI-RO) Subunit Director has a duration of 6 years, with one possibility for a 3-year extension.

The mandate shall be terminated in the following situations:

* with the parties’ agreement;
* at the end of the mandate, as applicable, at the expiry of the extension period;
* at the employer’s initiative, if the employment contract is terminated under the conditions set forth in the Labor Code;
* at the employer’s initiative, if a disciplinary sanction is applied which is set forth by the Labor Code or regulated by the provisions of Act 206/2004 on good conduct in scientific research, technological development and innovation, as amended and supplemented.

These rules were approved in the meeting of the IFIN-HH Board of Administration of 14.11.2023.

Director General

Dr. Nicolae Marius Mărginean

 ***Annex 1***

 ***APPLICATION FORM - sample***

**Mister Director**

I, the undersigned ..................................................., residing in ......................... ..............................................., identified with ID card series ......., no. ......................, issued by ....................................... on ........................., kindly ask you to approve my registration for the competition for filling the position of ELI RO - Nuclear Physics (ELI-RO) SUBUNIT DIRECTOR at “Horia Hulubei” National Institute for Research and Development in Physics and Nuclear Engineering (IFIN-HH).

The contact information for communication throughout the competition is:

* e-mail ........................................
* phone ......................................

I state that once I submit the application for the abovementioned job, I agree with the processing of the personal data contained in the documents that I will be sending, regardless of their type, form, content and sending method. I agree with these data being used by the “Horia Hulubei” National Institute for Research and Development in Physics and Nuclear Engineering (IFIN-HH) *in the recruitment process and with a view to fulfilling all hiring formalities should I be declared admitted*.I also agree with these data being included in the database related to the selection of personnel at IFIN-HH.

I have acknowledged that these personal data are not subject to automated processing and I agree with my personal data being retained for a period of 5 (five) years, during which time I have the right to withdraw this *consent*, free of charge, based on a written request sent to the institute.

I declared on my honor that the data contained in the documents that I am providing for the selection procedure are true and accurate.

Date .......................... Surname and first name................................

 Signature..................................

***Annex 2***

 **Managerial Offer**

 - framework structure -

**A**. **Overall context**

 1. Institute’s strategy with priority on the goals of the ELI-RO subunit

 2. Legislative framework applicable to the institute

 3. ELI-RO subunit SWOT analysis

**B.** **Managerial outlook**

 **1. Proposals regarding the strategy of the ELI RO - Nuclear Physics (ELI-RO) Subunit**

 1.1. Organization and functioning of the ELI RO - Nuclear Physics (ELI-RO) Subunit

 1.2. Research and development infrastructure

 1.3. Scientific program of the subunit

 1.4. Human resources

 1.5. Quality management system

 1.6. Promotion and visibility

 **2. Goals**

 2.1. Defining the priorities for functioning and development

 2.2. Increasing the research and development capability and infrastructure usability

 2.3. Increasing scientific production

 2.4. Increasing national and international visibility

 2.5. Recruiting and further training human resources

 2.6. Emphasizing technology transfer and the exploitation of research results

 **C.** **Program of organizational and administrative measures**

***Annex 3***

**EVALUATION AND SELECTION CRITERIA**

|  |  |
| --- | --- |
| Criterion | Weight |
| C1  | 40% |
| C2  | 40% |
| C3 | 10% |
| C4 | 10% |

FINAL GRADE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidates’ grades shall be awarded following the calculation algorithm below:

 1. Full grades shall be awarded for each criterion, ranging from 1 to 10, directly proportional to the candidates’ assessed performances.

 2. The weighted average of the grades awarded shall result from summing up the grades multiplied by the weights corresponding to each criterion.

 3. The final grade obtained after the competition shall result from the arithmetic average of the weighted grades awarded by each member of the committee.

**Interview:**

The information to be obtained during the interview shall be about the candidate’s experience which proves the level of their competencies.

Throughout the interview, the members of the competition committee shall:

 a) explore the candidate’s knowledge, skills, abilities, and amount of responsibility undertaken;

 b) notice the candidate’s communication skills, vocabulary, balance, adaptability (such attributes being looked at insofar as they are essential for satisfying the requirements of the position);

 c) look at the matching between the candidate’s values and the organizational culture developed in IFIN-HH.

The structure of the questions is the same for all candidates.

1. Defined according to art. 2 par. d of Romanian Government Decision (H.G.) No 907/2016, as amended and supplemented as being “*an investment objective whose total estimated value exceeds the equivalent of 75 million Euros in the case of investments to promote sustainable transport systems and remove bottlenecks out of major network infrastructures or the equivalent of 50 million Euros in the case of investments promoted in other fields”*  [↑](#footnote-ref-1)