

MINISTERUL EDUCAȚIEI ȘI CERCETĂRII  
UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE "IULIU  
HAȚIEGANU" CLUJ-NAPOCA

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**UMF**  
UNIVERSITATEA DE  
MEDICINĂ ȘI FARMACIE  
IULIU HAȚIEGANU  
CLUJ-NAPOCA

**Registration no. 3709 / 11.02.2026**

## COMPETITION NOTICE

### FOR FILLING THE FOLLOWING POSITIONS

1. Coordinator Tool 15 UMFIH
2. Coordinator Tool 14 UMFIH
3. Specialist field expert Tool 12 UMFIH
4. Coordinator Tool 12UMFIH
5. Coordinator Tool 9 UMFIH
6. Specialist field expert Tool 8 UMFIH
7. Coordinator Tool 5 UMFIH
8. Coordinator Tool 4 UMFIH
9. Specialist field expert Tool 3 UMFIH
10. Coordinator Tool 3 UMFIH
11. Coordinator Tool 2 UMFIH
12. Coordinator Tool 1 UMFIH
13. Educational design training expert UMFIH
14. Educational design tools expert UMFIH
15. Dentistry training target group expert UMFIH
16. Dentistry tools target group expert UMFIH
17. General medicine training target group expert UMFIH
18. General medicine tools target group expert UMFIH
19. Public procurement officer - Applicant - UMFIH
20. Financial officer Applicant - UMFIH
21. Assistant Manager UMFIH

**WITHIN THE PROJECT "MED4SCHOOL - Continuing education in school medicine, the foundation of a healthy generation", implemented under Financing Agreement No. 142103 / 02.12.2025**

The "Iuliu Hațieganu" University of Medicine and Pharmacy in Cluj Napoca Organizes:

- based on the updated Explanatory Note no. 3570 / 10.02.2026 approved by the university management, regarding the opening of positions outside the organizational chart, within the project "MED4SCHOOL - Continuing education in school medicine, the foundation of a healthy generation"

- based on MEC ORDER 3498/06.03.2025 regarding *e approval of the internal procedure for the recruitment and selection of personnel, with a view to hiring for positions outside the organizational chart, within projects financed from non-reimbursable external funds or from funds related to the*

**The competition will take place as follows:**

- submission of competition files between: **12.02.2026-18.02.2026, at 4 p.m.**
- selection of files on **19.02.2026**
- submission and resolution of appeals regarding the application submission stage: **20.02.2026**
- interviews on **23.02.2026**, online location – the connection link will be sent to all candidates declared admitted following the selection of applications
- submission and resolution of appeals regarding the interview stage: **24.02.2026**
- display of final results: **25.02.2026**

**General conditions required for employment:**

- Romanian citizenship or citizenship of another EU member state, a state belonging to the European Economic Area, or a non-EU member state, or the right to work in Romania;
- knowledge of Romanian, both written and spoken;
- be in good health for the position for which they are applying;
- meet the educational requirements and, where applicable, seniority or other specific requirements for the position;
- have no criminal convictions.

**1. Coordinator Tool 15 UMFIIH – 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

**2. Coordinator Tool 14 UMFIIH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.

d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

**3. Specialist field expert Tool 12 UMFH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

**Project activities:**

- Integrates elements of educational methodology into the tool development process.
- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

**4. Coordinator Tool 12 UMFH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.

- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

### **5. Coordinator Tool 9 UMFIIH- 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

### **6. Specialist field expert Tool 8 UMFIIH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology).
- b) Experience: minimum 5 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: clinical and practical expertise in the field of specialization, ability to integrate evidence-based recommendations, drafting and adapting content for working tools.
- d) Foreign languages: English – intermediate level.

**Project activities:**

- Contribute with specialized expertise to the development and updating of the tool.
- Provides data, recommendations, and examples from medical practice to support the content.
- Collaborates with scientific and methodological experts and the tool coordinator to ensure professional relevance.
- Proposes content adaptations to reflect current practice.
- Participates in working meetings for the development and validation of the specific tool.
- Supports the practical validation of tools through feedback based on professional experience.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**  
**Maximum hours/month: 70 hours**

### **7. Coordinator Tool 5 UMFIIH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**  
**Maximum hours/month: 70 hours**

### **8. Coordinator Tool 4 UMFIIH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**  
**Maximum hours/month: 70 hours**

### **9. Specialist field expert Tool 3 UMFIIH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology).
- b) Experience: minimum 3 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: clinical and practical expertise in the field of specialization, ability to integrate evidence-based recommendations, drafting and adapting content for working tools.
- d) Foreign languages: English – intermediate level.

**Project activities:**

- Contribute with specialized expertise to the development and updating of the tool.
- Provides data, recommendations, and examples from medical practice to support the content.
- Collaborates with scientific and methodological experts and the tool coordinator to ensure professional relevance.
- Proposes content adaptations to reflect current practice.
- Participates in working meetings for the development and validation of the specific tool.
- Supports the practical validation of tools through feedback based on professional experience.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

### **10. Coordinator Tool 3 UMFIH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

### **11. Coordinator Tool 2 UMFIH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.

- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

**12. Coordinator Tool 1 UMFIIH - 1 position**

**Specific requirements:**

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

**Project activities:**

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

**Contract duration: 7 months**

**Maximum hours/month: 70 hours**

**13. Educational design training expert UMFIIH - 1 position**

**Specific requirements:**

- a) Education: Higher education in the medical field or social sciences; additional training in research or evaluation methodologies.
- b) Experience: Minimum 10 years of relevant professional experience in designing educational materials and training.
- c) Skills: Ability to analyze and synthesize, collaborative work, technical writing, use of computer applications and e-learning, knowledge of adult education principles, meeting deadlines.
- d) Foreign languages: English – advanced level.

**Project activities:**

- Contribute to the design of the training program and the structuring of theoretical and practical modules.
- Integrate the principles of educational design and adult pedagogy into course materials.
- Ensure curricular coherence and adaptation of materials to the specific needs of school medical staff.
- Support the development and integration of digital content for e-learning.
- Collaborate with trainers and subject matter experts to harmonize training content.
- Formulate methodological recommendations for intermediate and final versions of training materials.
- Participates in technical and progress meetings on training activities.
- Documents activities through files and deliverables.
- May contribute directly to training activities to support the integration and application of recommendations made.

**Contract duration: 28 months****Maximum hours/month: 42 hours****14. Educational design tools expert UMFIIH - 1 position****Specific requirements:**

- a) Education: Higher education in the medical field or social sciences; additional training in research or evaluation methodologies.
- b) Experience: Minimum 10 years of relevant professional experience in designing educational materials and training.
- c) Skills: Ability to analyze and synthesize, collaborative work, technical writing, use of computer applications and e-learning, knowledge of adult education principles, meeting deadlines.
- d) Foreign languages: English – advanced level.

**Project activities:**

- Participates in the design and structuring of the project's educational tools.
- Integrates the principles of educational design and continuing education into guides, protocols, and support materials.
- Ensures pedagogical consistency and adaptation of materials to the target audience.
- Supports the development of digital versions and structure for e-learning.
- Collaborates with scientific and thematic experts to harmonize content.
- Formulates methodological recommendations for intermediate and final versions.
- Participates in technical and progress meetings of the tool teams.
- Documents the activity through files and agreed deliverables.

**Contract duration: 8 months****Maximum hours/month: 42 hours****15. Dentistry Training Target Group expert UMFIIH - 1 position****Specific requirements:**

- a) Education: Higher education in the health field or related fields, corresponding to the activities carried out (psychology, nutrition, sociology).
- b) Experience: Minimum 10 years of relevant experience in the field of completed studies, or in specialized activities in the health sector / professional practice / research / teaching activity.
- c) Skills: Communication and interaction with participants, management of training documents, use of digital tools for databases, compliance with personal data protection regulations.
- d) Foreign languages: English – intermediate level.

**Project activities:**

- Contacts the persons selected in the target group and provides them with information regarding the organization and delivery of the courses.
- Provides support to participants for clarifying administrative aspects related to training.
- Completes and updates the database with participants' data and their actual participation in courses.
- Centralizes attendance documents and other records necessary for reporting.
- Collaborates with the team of trainers to transmit invitations and training materials to participants.
- Supports the reporting process by providing the necessary data regarding participation and progress of the target group.
- Ensures compliance with confidentiality rules and personal data protection in all activities carried out.
- May contribute directly to training activities, to support the integration and application of the recommendations made.
- Within the first 5 days of each calendar month, prepares and submits to the responsible person the activity report and the timesheet related to the activity carried out in the previous month.

**Contract duration: 28 months**

**Maximum hours/month: 60 hours**

#### **16. Dentistry tools target group expert UMFH – 1 position**

##### **Specific requirements:**

- a) Education: Higher education in the health field or related fields, corresponding to the activities carried out (psychology, nutrition, sociology).
- b) Experience: Minimum 10 years of relevant experience in the field of completed studies, or in specialized activities in the health sector / professional practice / research / teaching activity.
- c) Skills: Planning and organizational skills, knowledge of recruitment procedures, use of digital tools for databases, compliance with personal data protection regulations.
- d) Foreign languages: English – intermediate level.

##### **Project activities:**

- Responsible for target group recruitment activities within the project leader's area of activity.
- Participates in the development of tools and working procedures for the recruitment, selection, and management of the target group, in compliance with legal requirements regarding personal data protection.
- Participates in the recruitment of target group members, according to the criteria defined in the project.
- Participates in the preparation and updating of the database with target group members.
- Collaborates with the implementation team to align recruitment activities with the timeline for the development of instruments.
- Provides administrative support for the transmission of documents and validation of data related to the target group.
- Within the first 5 days of each calendar month, prepares and submits to the responsible person the activity report and the timesheet related to the activity carried out in the previous month.

**Contract duration: 8 months**

**Maximum hours/month: 60 hours**

#### **17. General medicine training target group expert UMFH – 1 position**

##### **Specific requirements:**

- a) Education: Higher education in the health field or related fields, corresponding to the activities carried out (psychology, nutrition, sociology).
- b) Experience: Minimum 3 years of relevant experience in the field of completed studies, or in specialized activities in the health sector / professional practice / research / teaching activity.
- c) Skills: Communication and interaction with participants, management of training documents, use of digital tools for databases, compliance with personal data protection regulations.
- d) Foreign languages: English – intermediate level.

**Project activities:**

- Contacts the persons selected in the target group and provides them with information regarding the organization and delivery of the courses.
- Provides support to participants for clarifying administrative aspects related to training.
- Completes and updates the database with participants' data and their actual participation in courses.
- Centralizes attendance documents and other records necessary for reporting.
- Collaborates with the team of trainers to transmit invitations and training materials to participants.
- Supports the reporting process by providing the necessary data regarding participation and progress of the target group.
- Ensures compliance with confidentiality rules and personal data protection in all activities carried out.
- May contribute directly to training activities, to support the integration and application of the recommendations made.
- Within the first 5 days of each calendar month, prepares and submits to the responsible person the activity report and the timesheet related to the activity carried out in the previous month.

**Contract duration: 28 months**

**Maximum hours/month: 126 hours**

**18. General medicine tools target group expert UMFIIH – 1 position**

**Specific requirements:**

- a) Education: Higher education in the health field or related fields, corresponding to the activities carried out (psychology, nutrition, sociology).
- b) Experience: Minimum 3 years of relevant experience in the field of completed studies, or in specialized activities in the health sector / professional practice / research / teaching activity.
- c) Skills: Planning and organizational skills, knowledge of recruitment procedures, use of digital tools for databases, compliance with personal data protection regulations.
- d) Foreign languages: English – intermediate level.

**Project activities:**

- Responsible for target group recruitment activities within the project leader's area of activity.
- Participates in the development of tools and working procedures for the recruitment, selection, and management of the target group, in compliance with legal requirements regarding personal data protection.
- Participates in the recruitment of target group members, according to the criteria defined in the project.
- Participates in the preparation and updating of the database with target group members.
- Collaborates with the implementation team to align recruitment activities with the timeline for the development of instruments.
- Provides administrative support for the transmission of documents and validation of data related to the target group.

- Within the first 5 days of each calendar month, prepares and submits to the responsible person the activity report and the timesheet related to the activity carried out in the previous month.

**Contract duration: 8 months**

**Maximum hours/month: 126 hours**

### **19. Public procurement officer – Applicant - UMFIIH – 1 position**

#### **Specific requirements:**

- a) Education: Completed higher education.
- b) Experience: Minimum 10 years of experience in public procurement activities; previous experience in projects financed through non-reimbursable funds represents an advantage.
- c) Skills: Solid knowledge of public procurement legislation, operation of the SICAP electronic procurement system, ability to draft tender documentation, organizational skills, attention to detail, and proficiency in MS Office.

#### **Project activities:**

- Updates the project procurement plan in accordance with the implementation schedule.
- Prepares tender documentation for procurements required within the project.
- Carries out procurement procedures in compliance with applicable legislation and FSE+ regulations, including through the SICAP platform.
- Ensures publicity of procurement procedures and compliance with transparency obligations.
- Participates in the evaluation of bids and prepares the documents related to the selection process.
- Monitors the implementation of procurement contracts concluded within the project and prepares the corresponding reports.
- Maintains records of all documents related to procurement procedures.
- Ensures communication with project partners and the Managing Authority, upon request, regarding procurement procedures.
- Collaborates with the financial officer and the project manager to ensure compliance with the approved budget and implementation timeline.
- Prepares the necessary documentation for audits and administrative checks.
- Ensures the physical and digital archiving of procurement documents in accordance with regulations.

**Contract duration: 36 months**

**Maximum hours/month: 40 hours**

### **20. Financial officer Applicant – UMFIIH – 1 position**

#### **Specific requirements:**

- a) Education: Completed higher education in economics.
- b) Experience: Minimum 10 years of experience in financial and accounting activities.
- c) Skills: Computer skills (advanced Excel, Word), use of electronic reporting platforms, knowledge of FSE+ expenditure eligibility rules, ability to analyze and verify financial and accounting documents.
- d) Foreign languages: English – intermediate level.

#### **Project activities:**

- Ensures the financial and accounting records of the project expenditures, in accordance with FSE+ regulations and national legislation.
- Verifies the eligibility and accuracy of supporting documents related to implemented activities.

- Prepares reimbursement claims and payment requests, in collaboration with the project manager.
- Ensures the correlation between budget execution and the implementation of project activities.
- Contributes to the preparation and updating of the project budget throughout the implementation period.
- Monitors budget ceilings and budget categories, including those related to indirect costs.
- Monitors compliance with the co-financing obligation of the beneficiary and partners.
- Participates in the preparation of documentation for verifications by the Managing Authority, internal audit, and external audit.
- Archives and maintains the project's financial and accounting documents in both physical and digital formats.
- Provides data, upon request, for technical and financial reports.
- Ensures collaboration with the institution's financial and accounting department.
- Ensures the archiving of project documents in accordance with applicable regulations.

**Contract duration: 36 months**

**Maximum hours/month: 40 hours**

## **21. Assistant Manager UMFH – 1 position**

### **Specific requirements:**

- a) Education: Completed secondary or higher education.
- b) Experience: Minimum 10 years of experience in administrative activities or involvement in projects financed through European funds.
- c) Skills: Computer skills and use of digital management tools, document organization and archiving skills, communication abilities, and capacity to manage multiple tasks simultaneously.
- d) Foreign languages: English – intermediate level.

### **Project activities:**

- Manages the internal and external correspondence flow of the project.
- Prepares and sends invitations, internal notes, and working documents to the project team and partners.
- Organizes the project manager's agenda and supports the preparation of meetings and working sessions.
- Drafts meeting minutes and centralizes information provided by the team.
- Ensures the record-keeping and archiving of project documents in both physical and electronic formats.
- Monitors the document workflow for signing and approval.
- Supports the team in reporting activities by centralizing data received from activity coordinators.
- Ensures logistical liaison between the project manager and the other team members.

**Contract duration: 36 months**

**Maximum hours/month: 40 hours**

In order to participate in the competition, candidates must submit their application files by **18.02.2026, 4 p.m.**, to the DepCDI, Louis Pasteur, no. 4, 3<sup>rd</sup> Floor, contact person Olovina Cristina.

### **Contents of the application file:**

- a) Application for enrollment in the recruitment and selection process (standard application form attached to the recruitment and selection announcement – shall include the name of the position for which the candidate is applying);
- b) CV, dated and signed on each page, in Europass format, mentioning the project and position sought by the candidate;

- c) Certified copies of the identity document or any other document proving identity, in accordance with the law, as applicable (certification shall be carried out by comparing the copies with the original documents by the secretary of the committee);
- d) Certified copies of identity documents and educational documents (certification will be carried out by comparing the copies with the originals by the secretary of the commission);
- e) Original certificates/diplomas/certificates attesting to specializations (originals are required for certification);
- f) Supporting documents attesting to seniority in work and/or in the field of study, respectively attesting to the specific professional experience required for the position (e.g., certificates of seniority in work and in the field of study, employment contracts, job descriptions, recommendations, etc.), certified copies of the originals;
- g) Criminal record or a sworn statement that the candidate has no criminal record that would make them incompatible with the position for which they are applying; the criminal record must be submitted by the successful candidate within 10 working days of the publication of the final result of the recruitment and selection process;
- h) Medical certificate attesting to the candidate's good health, issued no more than 6 months prior to the recruitment and selection procedure, by the candidate's family doctor or by the competent health authorities;
- i) Declaration of availability regarding the time allocated to the project, per day and per month;
- j) Agreement on the processing, handling, and storage of personal data.

### **Competition schedule**

The competition will consist of two stages, as follows:

- **Stage 1:** Verification of the eligibility of the applications submitted by candidates. All CVs and other documents submitted will be analyzed using the recruitment and selection grid.

On **February 19, 2026**, the selection committee will post the results of the application evaluation and the interview schedule on the website [www.umfcluj.ro](http://www.umfcluj.ro), with the mention "admitted" or "rejected."

- **Stage 2:** Interview.

The candidates' knowledge and/or skills will be assessed through individual interviews. The interview will take place on February 23, 2026, according to the interview schedule drawn up by the recruitment and selection committee on the day of this test, based on the evaluation criteria. The maximum possible score awarded to a candidate will be 100 points, and the minimum acceptable score will be 60 points.

The candidates' results at the interview stage represent the arithmetic mean of the scores awarded by the committee members and will be published on the website [www.umfcluj.ro](http://www.umfcluj.ro) on **February 23, 2026**.

Resolution of appeals:

Any appeals must be submitted within one working day of the publication of the results of the selection of applications and/or interviews, except in the case of mandatory rest days (Saturday and Sunday) or public holidays, in which case the deadline is extended to the first working day following publication. Appeals will be resolved by the Appeals Committee and posted on the website [www.umfcluj.ro](http://www.umfcluj.ro) on **February 20, 2026**, for the selection of applications, and on **February 24, 2026**, for the interview.

The score awarded after appeals is final.

The final result will be posted on the website [www.umfcluj.ro](http://www.umfcluj.ro) on **25.02.2026**.