



Registration No. 10096/ 15.04.2026

COMPETITION NOTICE

FOR FILLING THE FOLLOWING POSITIONS

1. Human Resources Officer – 1 position
2. IT Support Expert – 1 position
3. Project Accountant – 1 position
4. Secretary – 1 position
5. Information and Publicity Expert – 1 position

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 Explanatory Notes no. 8602/ 30.03.2026, 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 Recovery and Resilience Mechanism (PLP 21) v3* for the "Iuliu Hațieganu" University of Medicine and Pharmacy in Cluj-Napoca;

The competition will take place as follows:

- submission of competition files between: **16.04.2026-22.04.2026, 4:00 PM**
- selection of files on **23.04.2026**
- submission and resolution of appeals regarding the application submission stage: **24.04.2026**
- interviews on **27.04.2026**, 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: **28.04.2026**
- display of final results: **29.04.2026**

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. Human Resources Officer - 1 position**Specific requirements:**

- a) Education: higher education.
- b) Experience: at least 5 years of experience in HR

Project activities:

- Prepares documentation for recruitment procedures
- Drafts employment documentation
- Prepares individual employment contracts and addenda
- Issues employment decisions for project staff
- Ensures signing of employment documents
- Registers employment data in REGES (Romanian employee registry)
- Maintains personnel files
- Issues employee certificates upon request
- Verifies attendance sheets and calculates gross salaries
- Prepares payroll documents and summaries
- Participates in project meetings when required
- Prepares activity reports and timesheets
- Ensures confidentiality

Contract duration: 20 months**Maximum hours/month: 20 hours****2. IT Support Expert- 1 position****Specific requirements:**

- a) Education: Secondary or higher education in a technical field
- b) Experience: 10 years of IT experience, including at least 5 years with educational platforms

Project activities:

- Maintains IT infrastructure
- Configures hardware and software
- Manages servers, databases, and applications
- Provides technical support to team and beneficiaries
- Prepares reports and timesheets
- Ensures confidentiality

Contract duration: 20 months**Maximum hours/month: 20 hours****3. Project Accountant- 1 position****Specific requirements:**

- a) Education: Higher education in economics
- b) Experience: Minimum 5 years of experience, including at least 1 year in funded projects

Project activities:

- Performs accounting records for the project
- Ensures compliance with accounting and eligibility rules
- Prepares financial documents for reimbursement
- Ensures proper archiving and traceability
- Participates in meetings
- Prepares reports and timesheets
- Ensures confidentiality

Contract duration: 20 months**Maximum hours/month: 25 hours****4. Secretary- 1 position****Specific requirements:**

- a) Education: higher education
- b) Experience: Minimum 3 years of experience in projects

Project activities:

- Records and communicates project decisions
- Archives project documents
- Prepares timesheets and reports
- Verifies reported working hours
- Supports reporting activities
- Prepares reports and administrative documents

Contract duration: 20 months**Maximum hours/month: 25 hours****5. Information and Publicity Expert - 1 position****Specific requirements:**

- a) Education: higher education
- b) Experience: Minimum 10 years of experience in communication/PR, including at least 1 year in project promotion

Project activities:

- Promotes project activities and events
- Manages communication within the team
- Supports organization of events
- Develops promotional materials
- Prepares reports and timesheets
- Ensures confidentiality

Contract duration: 20 months**Maximum hours/month: 20 hours**

In order to participate in the competition, candidates must submit their application files by **22.04.2026, 4 p.m.**, to the Human Resources Department, Victor Babeş 8, contact person Dan Andreea.

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 **April 23, 2026**, the selection committee will post the results of the application evaluation and the interview schedule on the website 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 **April 27, 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 on **April 27, 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 on **April 24, 2026**, for the selection of applications, and on **April 28, 2026**, for the interview.

The score awarded after appeals is final.

The final result will be posted on the website www.umfcluj.ro on **29.04.2026**.

BIBLIOGRAPHY

I. General Bibliography

1. Applicant's Guide – “Increasing the capacity to provide primary healthcare, community healthcare, outpatient services, and improving and strengthening preventive services, covered under P1–ESF+ (Actions B, D, E, F, G)”
2. Health Programme Beneficiary Manual – updated version February 2026
3. **Law No. 506/2004 on the processing of personal data and the protection of privacy in the electronic communications sector, as subsequently amended and supplemented.**

II. Specific Bibliography – Human Resources Officer

4. Law No. 53/2003 – Labour Code, republished, as subsequently amended and supplemented.
5. Government Decision No. 295/2025 on the General Register of Employees (REGES-ONLINE), as subsequently amended and supplemented.

III. Specific Bibliography – Accountant

6. Order No. 1917/2005 of 12 December 2005 approving the methodological norms regarding the organization and conduct of accounting in public institutions, the Chart of Accounts for public institutions, and the instructions for its application, as subsequently amended and supplemented, including:
 - a) the Chart of Accounts for public institutions and the instructions for its application;
 - b) the accounting monograph regarding the recording of operations related to non-reimbursable external funds for beneficiaries – public institutions fully financed from own revenues.