

Regulation Framework on the organization and conduct of competitions for the filling of specific vacant executive positions within the Romanian Diplomatic Institute

CAP. I General Provisions

ART. 1 This regulation establishes the conditions for organizing and conducting competitions for filling specific vacant executive positions within the Romanian Diplomatic Institute, hereinafter referred to as IDR, based on Government Decision no. 1336/2022 approving the Framework Regulation on the organization and development of the career of contractual staff in the public budget sector paid from public funds.

ART. 2 (1) The filling of executive positions within IDR is done through competitions, within the limits of the vacant positions provided in the staffing table, in accordance with the provisions of Framework Law no. 153/2017 on the remuneration of personnel paid from public funds and other relevant legislative acts, as well as Government Decision no. 880/2005 on the organization and functioning of IDR, with subsequent amendments and supplements.

(2) The staff employed under the conditions set out in paragraph (1) shall have an indefinite employment contract with IDR.

ART. 3 (1) In the competition for filling specific executive positions within IDR, hereinafter referred to as the competition, each candidate must cumulatively meet the following general conditions:

- a) Enjoy all political and civil rights provided for in the Constitution of Romania, republished, and the applicable laws;
- b) Hold Romanian citizenship or the citizenship of another European Union member state, a state that is a party to the Agreement on the European Economic Area (EEA), or the citizenship of the Swiss Confederation;
- c) Have knowledge of the Romanian language, both written and spoken;
- d) Meet the minimum age requirement as stipulated by the legal provisions;
- e) Have full legal capacity;
- f) Meet the educational requirements and, where applicable, the length of service requirements established in the job description and specific requirements;
- g) Have a suitable health condition for the position they are applying for, as certified by a medical certificate issued by a family doctor or authorized healthcare units;
- h) Not have been finally convicted of committing crimes against humanity, against the state, against the authority, committed in connection with or in relation to their official duties, crimes that obstruct the administration of justice, false testimony, corruption offenses, or intentional crimes that would make them incompatible with the position, except in cases of rehabilitation;
- i) Meet other specific conditions according to the requirements of the positions announced in the competition;

j) Not be serving an additional punishment that prohibits them from holding a position, practicing a profession or trade, or carrying out the activity used to commit the offense, or for which the measure of prohibiting the occupation of a position or the exercise of a profession has not been imposed.

(2) The number of positions and professional grades of the job positions announced in the competition, as well as the structure in which the hired person will perform their duties, shall be approved by the IDR Management Board.

ART. 4 (1) The competition shall be conducted through the following successive stages:

a) Stage of document submission;

b) Stage of document selection;

c) Written test stage;

d) Interview stage.

(2) Each stage is eliminatory. After each stage, candidates receive a qualification of "admitted" or "rejected". Only candidates declared "admitted" in the previous stage are allowed to proceed to the next stage of the competition.

ART. 5 (1) The competition committees consist of the examination committees and the appeals committee. Depending on the number and specificity of the vacant or temporarily vacant positions for which the competition is organized, multiple competition committees may be established.

(2) The competition committees proposed by the IDR Management Board shall be approved by the President of IDR through an order.

(3) The specific requirements for education and experience necessary for the positions, as well as the competition bibliography, shall be approved by the IDR Management Board.

CAP. II Organization of the competition

SECTION 1 Publicity of the competition

ART. 6 (1) The announcement regarding the positions for which the competition is organized, this regulation, the specific requirements, and the competition bibliography for each position shall be published on the website www.idr.ro, on the notice board of IDR, and on the posturi.gov.ro portal, at least 15 working days before the date set for the first test of the competition.

(2) All information regarding the conduct of the competition throughout its duration shall be published on the website www.idr.ro, under the "Career. Competition" section, and on the notice board of IDR, in accordance with the deadlines specified in this regulation.

(3) IDR may decide that registration for the competition should be done electronically, and in the case of admission following the competition, the original documents must be presented for verification of conformity and authenticity. The inability to present the original documents for verification of conformity constitutes grounds for elimination from the competition.

(4) Information regarding the method of document submission will be provided in the competition announcement.

SECTION 2 Competition Committees

ART. 7 (1) In order to organize and conduct the competition, examination committees and the appeals committee shall be established within the competition, based on the proposal of the IDR management and the approval of the IDR President.

(2) After the approval of the composition of the competition committees by the IDR President, the Director-General of IDR shall issue a decision specifying the responsibilities of the committee members.

(3) The members of the committees mentioned in paragraph (1) are employees of IDR. In cases where IDR does not have specialized personnel in the field of the position advertised in the competition, IDR may request the involvement of employees from the Ministry of Foreign Affairs or other institutions and authorities within the central public administration.

(4) Both the competition committee and the appeals committee shall each have a secretary and 3-5 members, one of whom shall serve as the president.

(5) The secretariat of the examination committees and the secretariat of the appeals committee shall be provided by an employee of IDR.

(6) The duties of the secretaries of the examination committees and the appeals committee are as follows:

a) Receive the competition files of the candidates and assign them a numerical code for identification, corresponding to the registration number of the competition file;

b) Receive and register the appeals submitted by the candidates;

c) Convene the members of the competition committee and the appeals committee at the request of the committee president;

d) Prepare and sign, together with the competition committee and the appeals committee, all the documentation regarding their specific activities, including the minutes of document selection and the minutes of each stage of the competition;

e) Ensure the display of the results obtained by the candidates in the competition stages, as well as the results of any appeals, using the assigned numerical code for identification.

f) Performs any specific tasks necessary for the smooth conduct of the competition.

(7) The members of the examination committees can be both employees of IDR and contractual staff with knowledge in one of the fields relevant to the position for which the competition is organized, or general knowledge in public administration.

(8) The status of being a member of one of the examination committees is incompatible with being a member of the appeals committee.

(9) A person who has been subject to disciplinary sanctions that have not been lifted according to the law cannot be designated as a member of the examination committees or the appeals committee.

(10) The following persons cannot be designated as members of the examination committees or the appeals committee:

a) Those who have pecuniary relations with any of the candidates, where their own or their spouse's pecuniary interests may affect the impartiality and objectivity of the evaluation;

b) Spouses, relatives, or in-laws up to the fourth degree inclusively with any of the candidates or with another member of the examination committees or the appeals committee;

c) Those who are or will be, in the case of occupying the managerial position for which the competition is organized, directly hierarchically subordinate to any of the candidates.

(11) The members of the examination committees or the appeals committee must not be in situations of incompatibility or conflicts of interest with the candidates. In this regard, the members of the competition committees must declare, before assuming their role, their awareness of the incompatibility or conflict of interest situations provided by law.

(12) In the case of incompatibility or conflicts of interest, the members of the competition committee or the appeals committee have the obligation to abstain from participating or making any decisions regarding the competition in which such situations have occurred.

(13) In the event that an incompatibility or conflict of interest is identified, the appointment act of the examination committees or the appeals committee shall be appropriately modified within a maximum of two working days from the date of identification, by replacing the person in the respective situation.

(14) In the event that an incompatibility or conflict of interest is discovered after the completion of one of the competition stages, the result of the stage or stages shall be recalculated by excluding the evaluation of the member in the situation of incompatibility or conflict of interest, provided that the validity of the evaluation is ensured by at least two-thirds of the total number of committee members.

(15) If the validity of the evaluation by at least two-thirds of the total number of committee members is not ensured, the procedure for organizing and conducting the competition shall be repeated.

(16) Failure of the members of the examination committees and the appeals committee to fulfill the obligation provided in paragraph (12), as well as failure to attend the competition stages

without valid reasons, constitutes a disciplinary offense and shall be sanctioned in accordance with the law.

(17) The members of the examination committees have the following main responsibilities:

- a) Select the candidates' competition files;
- b) Determine the subjects for the written test;
- c) Develop the correction/scoring criteria for the written test, where applicable;
- d) Establish the interview plan and conduct the interviews;
- e) Grade and record the written test and interview results for each candidate, where applicable;
- f) Sign the minutes prepared by the committee's secretary, including the minutes of the file selection process, as well as the minutes of each competition stage.

(18) The members of the appeals committee have the following main responsibilities:

- a) Promptly review the complaints received from candidates regarding the non-compliance with legal provisions regarding the organization and conduct of the competition;
- b) Resolve the appeals submitted by candidates regarding the file selection and the grading of the written test and interview, where applicable, including re-evaluating the competition files and re-grading the written test and interview, where applicable;
- c) Sign the minutes prepared by the committee's secretary after each stage of the appeals process.

(19) The President of the examination committees has the following responsibilities:

- a) Request the secretary to convene the members, where applicable;
- b) Provide the committee's results to the secretary for communication to the candidates at each stage of the competition;
- c) In the case where a person with disabilities is declared "admitted" at the file selection stage, inform the head of the organizing authority or institution of the employment competition.

(20) The President of the appeals committee is the person who has expertise in the field relevant to the position being competed for or related to the position being competed for.

(21) The President of the appeals committee has the following responsibilities:

- a) Request the secretary to convene the members, where applicable;
- b) Provide the committee's appeals results to the secretary for communication to the candidates at each stage of the competition, where applicable.

(22) In the event that, after the approval of the composition of the committees, one of the members or one of the committee presidents is unable to perform their duties due to objective reasons, they

shall be replaced by individuals designated by the President of IDR, no later than the start of the competition.

(23) In carrying out the responsibilities specified in paragraph (19), the members of the examination committees, as well as the individuals providing secretarial support to these committees, have the obligation to respect the confidentiality of personal data, in accordance with the law.

ART. 8 (1) In order to participate in the competition, candidates must submit the competition file within a maximum of 10 days from the date of publication of the announcement for the vacant position.

(2) Registration for the competition is done by submitting the file in a single document, in .pdf format, to the email address indicated in the announcement, until 4:30 PM on the last day of registration for the competition.

(3) The competition file will include the registration form and the declaration regarding personal data, provided on the IDR website, along with all the documents mentioned in the announcement.

(4) The competition file must contain:

For registration in the competition, candidates will submit a file containing the following documents:

a) registration form for the competition, according to the model provided in Annex no. 2 of Government Decision 1336/2022;

b) copy of the identity document or any other document that certifies identity, in accordance with the law, valid at the time of submission;

c) copy of the marriage certificate or any other document indicating a name change, if applicable;

d) copies of documents attesting the level of education and other documents certifying specialization, as well as copies of documents attesting to the fulfillment of specific conditions required for the position by the public authority or institution;

e) copy of the employment record book, certificate issued by the employer for the period worked, proving work experience and specialization required for the position;

f) a sworn statement regarding criminal records;

g) medical certificate attesting to the candidate's good health, issued by the family doctor or authorized medical units, valid within a maximum of 6 months prior to the competition;

h) curriculum vitae, following the European common model.

ART. 9 (1) After the deadline for submitting the files, within two working days, the examination committee will proceed to verify the files submitted by the candidates in order to validate them in terms of meeting the required conditions for the position they are applying for.

(2) The lists of candidates declared admitted/rejected in the file verification stage will be published on the IDR website and on the IDR notice board on the next working day following the evaluation.

(3) Candidates who have submitted their files for the competition may submit written objections regarding the verification of their own file until 4:30 PM on the day following the publication of the list of candidates declared "admitted" or "rejected". The written objections should be sent to the email address indicated in the competition announcement.

(4) The files containing the documents submitted by candidates declared rejected in the file selection stage will be kept in the IDR archive until the end of the competition.

(5) Depending on the number of candidates whose files have been declared eligible to participate in the competition and the specific nature of the positions being advertised, the examination committees will determine the allocation of candidates to examination rooms and the schedule for conducting the competition. The allocation lists will be made known to the candidates by publishing them on the IDR website and on the IDR notice board.

ART. 10 (1) The written exam will take place on the date communicated in the competition announcement. Information regarding the schedule of candidates, as well as the date and location of the written exam, will be published on the IDR website and notice board after the completion of the file verification stage.

(2) The written exam assesses theoretical knowledge and skills in the fields relevant to the positions being advertised.

(3) The written exam is conducted in Romanian or in Romanian and a foreign language, as specified in the competition announcement, depending on the specific requirements of the position. The language in which each subject should be addressed will be communicated to the candidates at the time of the subject announcement.

(4) The exam subjects are developed based on the competition bibliography and tailored to the profile of the positions being advertised.

(5) On the day of the written exam, the examination committee will prepare two sets of exam subjects based on the proposals of each committee member. These subjects will later be used for the written works.

(6) In the case of multiple-choice exams, at least two days before the written exam, each committee member will propose a number of questions twice the number of questions in each set of multiple-choice exams provided to the candidates. The specific questions for each set of multiple-choice exams will be determined on the day of the written exam, before its commencement.

(7) The evaluation of candidates by the committee members at various stages of the competition will be recorded on designated forms.

(8) Committee members will individually evaluate each candidate. The grade for each exam will be determined by the arithmetic mean of the grades assigned by the committee members for each candidate.

(9) The final grade for each candidate will be calculated as the arithmetic mean of the grades obtained in both the written exam and the interview.

ART. 11 The maximum time allocated for the completion of the written work is 3 hours, starting from the moment the exam subjects are announced, and this will be communicated at the beginning of the written exam.

ART. 12 (1) Candidates are assigned to examination rooms based on alphabetical lists, and access to the rooms is granted upon presentation of their identification documents. After the identity check, each candidate must keep their identification document visible until they submit their written work.

(2) Candidates are allowed access to the examination rooms until the scheduled start time of the written exam, as announced.

(3) Candidates who are not present in the examination room at the announced start time of the exam will be disqualified from the competition.

(4) Candidates are prohibited from bringing mobile phones or any other means of communication/information/consultation into the examination rooms. During the written exam, the use of any sources of communication/information/consultation that could aid in answering the exam questions is strictly forbidden.

(5) Failure to comply with the provisions stated in paragraph (4) will result in the candidate's disqualification from the competition.

(6) After their identity has been verified, candidates leaving the examination room will be disqualified, except in cases of emergency when accompanied by a member of the examination committee or the committee's secretary.

(7) Failure to comply with the provisions stated in paragraph (6) will result in the candidate's disqualification from the competition.

(8) Each examination room is supervised by at least one room coordinator who oversees the conduct of the written exam in that room, along with several invigilators, depending on the number of candidates in the room.

(9) Candidates are provided with stamped sheets of paper by IDR for writing their answers. Upon request, additional stamped sheets of paper and pens may be provided.

(10) At the expiration of the time specified in Article 12, candidates must submit their completed exam papers and the exam subjects, signing to confirm that they were in the answer preparation phase. Exceeding the time limit specified in Article 12 is prohibited.

(11) Failure to comply with the provisions stated in paragraph (10) will result in the candidate's disqualification from the competition.

(12) When candidates submit their papers, the designated personnel overseeing the written exam will seal the papers with a sticker on the folded corner of the sheet containing the candidate's name and stamp it with the competition stamp. They will note the number of written pages, and each candidate must sign a statement of compliance in a minute record.

(13) If the examination is conducted in multiple rooms, a separate minute record is prepared for the papers from each room.

(14) In the minute record specified in paragraph (12), the room coordinator records the total number of candidates assigned to that room, the number of candidates present, the number and names of absent candidates, the number of papers, and, if applicable, descriptions of situations as mentioned in paragraphs (5), (7), and (11). The minute record is signed by all individuals designated to oversee the examination in that room.

ART. 13 The score for each subject in the written exam is announced to the candidates when the subjects are communicated.

ART. 14 (1) The written work is scored from 0 to 100 points.

(2) In order to be declared eligible for the interview, candidates must obtain a final score of at least 50 points in the written exam, according to the scoring criteria.

(3) The results of the written exam are published on the IDR website and on the IDR notice board within one business day from the date of the written exam.

ART. 15 (1) Candidates can submit written appeals to the email address indicated in the announcement within one business day from the publication of the results.

(2) Appeals are resolved within a maximum of one business day from the completion of the period specified in paragraph (1) by the appeals committee within the competition, and the results are published on the IDR website and on the IDR notice board within one business day from the completion of the appeals resolution process.

ART. 16 (1) The interview takes place within 4 business days from the date of the written exam. The date and time of the interview are mandatory displayed along with the results of the written exam.

(2) The scheduling for the interview is done in alphabetical order of the candidates for each profile.

(3) The interview is conducted according to the interview plan prepared by the examination committees on the day of this stage, based on the evaluation criteria. The evaluation criteria for the interview are:

- a) Skills and knowledge required for the position;
- b) Analytical and synthesis skills;
- c) Candidate's motivation;
- d) Behavior in crisis situations;

e) Communication skills;

f) Initiative and creativity.

(4) Depending on the specific educational or professional requirements of the position, the evaluation criteria provided in paragraph (3) points d) and e) are optionally established by the examination committee.

(5) During the interview, the candidate's language skills in the foreign language communicated as an evaluation subject during registration can be tested.

(6) During the interview, each member of the examination committee may ask questions to the candidate. Questions related to the candidate's political opinions, union activity, religion, ethnicity, financial status, social background, or questions that may constitute discrimination based on gender are not allowed.

(7) The interview questions and answers are recorded in writing in an annex to the minutes, prepared by the secretary of the examination committee, and are signed by its members and the candidate.

(8) The interview can be audio recorded at the request of the examination committee members, with the approval of the committee's president. The interview will be audio recorded in accordance with the specifications in the competition announcement. Candidates who apply for the competition agree to the recording and processing of personal data for the purposes of the competition.

(9) The recording of the interview is kept, in accordance with the law, for a minimum of one year from the date of the final announcement of the competition results.

ART. 17 (1) The interview is scored from 0 to 100 points.

(2) In order to be declared "pass" based on the interview, the candidate must obtain a minimum score of 50 points.

ART. 18 (1) The results of the interview are published on the IDR website and notice board within one business day from the date of the interview.

(2) Candidates can submit a written contestation at the IDR headquarters within one business day from the announcement of the results. Contestations must be submitted in writing to the email address provided in the competition announcement.

(3) Contestations are resolved within one business day from the end of the period specified in paragraph (1) by the contestation resolution committee within the competition, and the results are published on the IDR website and notice board within the mentioned timeframe.

ART. 19 (1) The final lists of candidates admitted and rejected after the interview are determined based on the final scores obtained by the candidates, in descending order, within the limit of the positions available and in accordance with Article 18 paragraph (2).

(2) Candidates who have achieved the highest scores resulting from the arithmetic mean of the written exam and interview among the candidates competing for the same position profile are considered admitted, within the limit of the positions available.

SECTION 3 Determination of Final Results and Admitted/Rejected Candidates

ART. 20 The final score is calculated as the arithmetic mean of the scores obtained in the written exam and the interview.

ART. 21 In the event of two or more candidates having the same final score, the tiebreaker will be based on the score obtained in the written exam.

ART. 22 (1) At the end of the competition, the candidates who have been declared successful in the selection process for the vacant position are declared winners. They must have been declared successful at all stages and obtained the highest score as the arithmetic mean of the scores obtained in the written exam and interview, which must be at least 50 points, within the limit of the available positions.

(2) The candidate declared "successful" in the competition for a vacant or temporarily vacant position corresponding to a contractual function is required to report to the position within 15 calendar days from the date of the final results announcement.

(3) By exception to the provisions of paragraph (1), upon submission of a written request with substantial motivation, the candidate declared "successful" in the competition may request, within 3 business days from the announcement of the final result, an extended deadline for reporting to the position, which cannot exceed the notice period provided for resignation in Law no. 53/2003 - Labor Code, republished, with subsequent amendments and additions, from the date of the final results announcement.

(4) In case of failure to report to the position within the deadlines specified in paragraphs (2) and (3), respectively, the position is declared vacant, and the candidate who obtained the immediately lower final score is notified of the opportunity to occupy the respective position, in accordance with the provisions of Article 18.

(5) The candidate who is notified of the opportunity to occupy the respective position, under the conditions of paragraph (4), is obliged to report to the position within the deadlines specified in paragraphs (2) and (3).

ART. 23 (1) Candidates declared successful in the competition are subject to additional medical and psychological tests if the job description requires such assessments. Candidates must present themselves for medical and psychological tests on the dates announced by IDR.

(2) Candidates declared "unfit" following the medical and psychological tests cannot be employed for the respective positions. Instead, candidates with immediately lower final scores will be invited to undergo the same procedure.

ART. 24 (1) Candidates declared "fit" following the medical and psychological tests have the obligation to report to IDR to assume the position they applied for within the deadline communicated by IDR through the Human Resources department.

(2) The date of signing the individual employment contract and the commencement of work are announced by IDR at least 5 business days in advance.

(3) Candidates who fail to report to the IDR headquarters on the announced date for the commencement of work, refuse to sign the employment contract, or fail to meet the deadline for completing the hiring process lose their status as admitted candidates in the competition.

ART. 25 If, due to unforeseen circumstances, it is objectively impossible to meet the deadlines specified in this framework regulation, the competition may be postponed for a period communicated to the candidates through an announcement on the IDR website. In this case, the postponement and the conditions for resumption are published on the IDR website and at the IDR notice board.

ART. 26 Upon the approval of this regulation, any contradictory provisions in the regulations/procedures/other internal documents of IDR are repealed.