

**Procedura di selezione n. 1 Coordinatore nell'ambito del Segretariato Congiunto (SC) del Programma Interreg VI-A Grecia-Italia 2021/2027**  
**Avviso di selezione pubblica: "Programma di Cooperazione Territoriale Europea Interreg VI-A Grecia-Italia 2021/2027. Posizioni vacanti: n. 1 Coordinatore nell'ambito del Segretariato Congiunto (SC)"**

NON SUPERARE  
1000

**QUESTIONS**

**ENVELOPE 1**

1. Please, describe us the Management Verifications of the Greece Italy 2021-2027 programme.
2. Which are the core principles of public procurement at european and national level ? Please describe some of them.
3. With reference to your professional career, usually you prefer to convince others people on your ideas/proposals or to share them? Give an example. Furthermore, tell us about the highlights of your work experience and your motivations for applying to this position.
4. Test 1 (Word Processing)
  - a. Open the "Example-text-1.docx" file
  - b. Create a new blank document in MS Office® - Word
  - c. Copy the content of the 1st paragraph from "Example-text-1.docx" into the newly created document.
  - d. Set the line spacing of the paragraph to 1.5 pt
  - e. Set the character font to Arial for the whole text
  - f. Insert a line break at the end of the sentence "Territorial Cooperation Programme"
  - g. Select the words "European Territorial Cooperation Programme" and set them in Italics
  - h. Select the words "Interreg Greece-Italy Programme" and set them in bold
  - i. Set the font size of the whole paragraph to 14 pt
  - j. Set the alignment of the whole paragraph to Centre

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**QUESTIONS**

**ENVELOPE 2**

1. Please describe the main characteristics and functioning of the IT platform in the Greece-Italy Programme (MIS - Monitoring Information System).
2. Which are the priorities financed by the Programme, according section 2 of the Programme document ? Which are the budget and sources of financing, according the Programme document?
3. With reference to your professional career, usually you prefer to convince others people on your ideas/proposals or to share them? Give an example. Furthermore, tell us about the highlights of your work experience and your motivations for applying to this position.
4. Test 6 (Excel spreadsheet)
  - a. Create a new blank workbook in MS Office® - Excel
  - b. In cell B2 insert value 38 and identify which kind of number format is assigned to the cell
  - c. In cell B3 insert value 38 and set the number format of the cell to Number, with 3 decimal places
  - d. In cell B4 insert value 42 set the number format of the cell to text
  - e. In cell B5 insert the current date as dd/mm/yyyy and set the cell format to date (short)
  - f. Change the format of the date in cell into B5 into any other type of date format
  - g. In cell B6 insert the value 18:15 and set the number format to time
  - h. change the time format of cell B6 into AM/PM
  - i. Fill cell B7 with the value 0,25 and set the number format to percent with one decimal place
  - j. Fill cell B8 with value 15,2 and set the number format to Accounting with euro currency and two decimal places
  - k. Set the font type of all the above cells to bold

