



Andrei Bogdan Cipere

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Address: Romania (Home)

WORK EXPERIENCE

11/01/2021 – 28/06/2024 Bucharest, Romania

PUBLIC PROCUREMENT ADVISOR MINISTRY OF FINANCE

Job Responsibilities:

1. Participates in the development and updating of the annual public procurement program, based on the needs and priorities communicated by other departments within the Ministry of Finance (MF);
2. Conducts public procurements by applying public procurement procedures or through direct online and offline purchases;
3. Prepares the awarding documentation (excluding technical specifications) and the documents forming the public procurement file;
4. Completes and updates the integrity form for the procurement procedures they are responsible for and forwards any warnings received from integrity inspectors to the person concerned by the potential conflict of interest, as well as to the head of the institution or the person delegated with responsibilities in this regard;
5. Participates in evaluation and reception committees according to the decision of the service or general management;
6. Drafts framework agreements, subsequent contracts related to framework agreements, public procurement contracts, and additional documents related to the public procurements they are responsible for, which are then forwarded for approval to the signing departments within MF;
7. Monitors the signing of framework agreements, subsequent contracts, contracts, and additional documents related to the public procurements they are responsible for;
8. Prepares the Proposal for committing an expense and the Individual/Global budget commitment, according to the system procedure PS-07, for the procurements they are responsible for;
9. Verifies tax invoices, certifies the reality, regularity, and legality, and prepares the Payment Order, according to system procedure PS-07, as well as other documents related to payment, for the legal commitments they manage;
10. Collaborates and ensures correspondence with departments within MF and economic operators to fulfill the job's purpose;
11. Conducts public procurements for projects funded by structural instruments and/or other non-reimbursable funds, implemented by MF, acting as a member of the project team designated as procurement responsible by the service or general management;
12. Participates in the preparation of reports/situations regarding public procurements requested by authorized institutions or the service or general management;
13. Is responsible for and signs for the legality and correctness in substance and form of all documents they prepare;
14. Collaborates with control/audit teams during missions and prepares explanatory notes, relation notes, and points of view on control/audit team reports related to the assigned work;
15. Is accountable to the institutions and services exercising control or audit rights on issues within their area of competence, providing the documents these entities consider necessary to fulfill their missions.

15/12/2017 – 08/01/2021 Chitila, Romania

PUBLIC PROCUREMENT INSPECTOR CITY HALL OF CHITILA

Job Responsibilities:

- Centralizing necessity reports related to public procurement to identify objective needs.
- Participating in the development of the annual public procurement program.
- Registering incoming and outgoing documents addressed to or issued by the Procurement and Investment Service.
- Estimating, according to current legal provisions, the value of public procurement contracts based on the calculation and summation of all amounts payable for fulfilling the respective contracts.
- Selecting the method for conducting public procurement, either through direct procurement or, if applicable, by using one of the award procedures mentioned in Article 68 of Law 98/2016.

- Developing the contracting strategy for the selected procedure.
- Preparing, using, and archiving the awarding documentation for public procurement contracts or documentation containing all information related to the public procurement contract's subject and the selected award procedure.
- Providing economic operators with the awarding documentation according to the procedures established by current legislation.
- Creating and transmitting for publication, in compliance with legal deadlines and using available electronic means, announcements of intent, participation, and awarding – Publishing in SEAP (Electronic System for Public Procurement).
- Monitoring the receipt of notifications from ANAP (National Agency for Public Procurement) regarding the invalidation of announcements, addressing deficiencies or omissions, based on the rationale provided in the notification.
- Ensuring, according to legal provisions, the proper handling of correspondence (including meeting document registration requirements) with economic operators throughout the procedures, at each stage.
- Communicating and transmitting legal data of the entire public procurement process, in compliance with current legislation.
- Ensuring adherence to rules for avoiding conflicts of interest during the public procurement award procedure, as well as rules for the formation and functioning of evaluation committees specific to each type of selected procedure.
- Ensuring compliance with the procedures for each selected and launched awarding procedure.
- Drafting the award procedure report, the public procurement contract, and forwarding them for verification, approval, and signing by competent individuals within the contracting authority.
- Preparing, maintaining, and archiving the public procurement file, including all related documents specified by legal norms in the field.
- Handling any potential complaints regarding the public procurement procedure conducted by the contracting authority.

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01/06/2020 – 31/12/2020 Bucharest, Romania

EXPERT - RESEARCH ASSISTANT (PHD STUDENT) NATIONAL SCHOOL OF POLITICAL STUDIES AND PUBLIC ADMINISTRATION

Project: FDI - 2020-0574 START - Supporting Excellence Research within the Doctoral School in Administrative Sciences at SNSPA by Developing Advanced Scientific Research Capacity

Activities and Sub-activities:

1. Carrying out project-specific activities;
2. Disseminating activities to involved parties;
3. Reporting on project results.

Expert Responsibilities:

- Participate in all activities within the project;
- Conduct the scientific research activities decided upon in the project;
- Ensure the accuracy of data recorded in documents, including research ethics elements;
- Monitor the achievement of results committed to within the project, including the publication of scientific materials in national and international scientific journals as per the research plan;
- Ensure compliance with deadlines outlined in the project's activity planning and grant contract;
- Prepare a monthly statement of activities performed within the project;
- Propose improvements to working methods to maximize the efficiency of achieving the proposed objectives;
- Ensure the accuracy and timeliness of information provided in their area of expertise.

● **INTERNSHIP PROGRAMS**

Internship Certificate

Participation in organizing admissions for the Faculty of Public Administration, SNSPA.

Activities carried out during the period from July 10 to July 21, 2017, totaling 68 hours, included:

- Assisting the Admissions Office in promoting the faculty's educational programs;
- Supporting the preparation and smooth execution of the admission process.

Skills Acquired:

- Interpersonal communication and interaction with prospective students;
- Taking on and fulfilling responsibilities;
- Teamwork and effective task management.

● **P**

Internship

Unit: Ministry of Economy, Trade, and Tourism - Secretary of State's Cabinet
Period: June 24 - July 10, 2015
Rating: Very Good

Internship

Unit: State Assets Administration Authority (AAAS)
Period: July 20 - August 7, 2015

● EDUCATION AND TRAINING

15/09/2009 – 15/06/2013 Craiova

HIGH SCHOOL DIPLOMA - THEORETICAL TRACK, SCIENCE PROFILE, SPECIALIZATION IN NATURAL SCIENCES Colegiul Național "Elena Cuza", Craiova, Dolj

Main Subjects Studied:

- Biology
- Chemistry
- Physics
- Mathematics (M2)
- Romanian Language and Literature
- English
- French

01/10/2013 – 15/07/2016 Bucharest

BACHELOR'S DEGREE Faculty of Public Administration - National School of Political Science and Public Administration

General Competencies:

- **Innovation:** Understanding change management; designing organizational experiments; risk-taking.
- **Organizational Leadership:** Understanding organizational mission, ethics, and public interest; conflict management; systemic thinking; valuing diversity and multiculturalism.
- **Management:** Analyzing organizational structures and processes; knowledge of current laws; budget analysis; teamwork.

Professional Competencies:

- **Communication:** Delivering public presentations; preparing funding proposals; drafting documents under stress.
- **Strategic Planning:** Understanding spatial analysis; knowledge of organizational design; developing public policy projects; creating development strategies.
- **Analysis and Research:** Understanding cost-benefit analysis; preparing managerial projections; analyzing public opinion.

10/10/2016 – 04/07/2018 Bucharest

CERTIFICATE OF COMPLETION FOR CYCLE II - MASTER'S DEGREE IN PUBLIC SECTOR MANAGEMENT (IN ENGLISH). Faculty of Public Administration - National School of Political Science and Public Administration

General Competencies:

- **Innovation:** Understanding change management; designing organizational experiments; risk-taking.
- **Organizational Leadership:** Understanding organizational mission, ethics, and public interest; conflict management; systemic thinking; valuing diversity and multiculturalism.
- **Management:** Analyzing organizational structures and processes; knowledge of current laws; budget analysis; teamwork.

Professional Competencies:

- **Communication:** Delivering public presentations; preparing funding proposals; drafting documents under stress.
- **Strategic Planning:** Understanding spatial analysis; knowledge of organizational design; developing public policy projects; creating development strategies.
- **Analysis and Research:** Understanding cost-benefit analysis; preparing managerial projections; analyzing public opinion.

Field of study Științe administrative

03/2018 – 07/2018 Bucharest

POSTGRADUATE STUDIES IN PROFESSIONAL DEVELOPMENT - PROCUREMENT MANAGEMENT Faculty of Public Administration - National School of Political Science and Public Administration

Studied Subjects:

- Time Management
- Project Management and Funding Sources
- Public and Private Procurement Procedures
- E-Procurement Elements
- Bidding Strategies
- Procurement Contracts: Implementation and Monitoring
- Administrative Disputes
- Audit of Procurement Processes
- Public Investments, Concessions, and Public-Private Partnerships

The certificate enables the holder to occupy the following positions:

- Public Procurement Expert - COR code 241940
- Expert in Preparing and Evaluating Procurement Documentation for Investments - COR code 241261
- Procurement Specialist - COR code 332301
- Marketing Manager - COR code 122107
- Procurement Manager - COR code 132448

Field of study Științe administrative

21/10/2017 – 16/12/2017 Bucharest

POSTGRADUATE STUDIES IN PROFESSIONAL DEVELOPMENT - PUBLIC SPEAKING AND COMMUNICATION Faculty of Public Administration - National School of Political Science and Public Administration

Studied Subjects:

- Fundamentals of Public Speaking
- Argumentation and Debate in Public Speaking Contexts
- Psychology of Communication and Psycho-Sociology of Persuasion
- Stylistic Registers in Public Address
- Practical Module: Performance of Speeches
- Practical Module: Case Studies in Rhetorical Genres

Field of study Științe sociale și comportamentale

19/01/2023 – 22/02/2023 Bucharest, Romania

SPECIALIZATION CERTIFICATE - PROJECT MANAGER C.R.F.P.S. PRO VOCAȚIE

Professional Competencies Acquired:

- **Project Objective Setting:** Defining the goals and objectives of the project.
- **Integrated Project Management Requirements:** Establishing requirements for integrated project management.
- **Project Planning:** Planning project activities and milestones.
- **Cost and Resource Management:** Managing the utilization of costs and operational resources for the project.
- **Procurement Procedures:** Executing procurement procedures for the project.
- **Risk Management:** Identifying, analyzing, and mitigating project risks.
- **Project Team Management:** Leading and managing the project team.
- **Project Communication Management:** Overseeing communication within the project.
- **Project Quality Management:** Ensuring and managing the quality of the project.

Field of study Personal skills and development | **Final grade** 9,75

14/11/2022 – 16/12/2022 Bucharest, Romania

GRADUATE OF THE PUBLIC PROCUREMENT SPECIALIZATION PROGRAM MINISTRY OF DEVELOPMENT, PUBLIC WORKS, AND ADMINISTRATION - NATIONAL INSTITUTE OF ADMINISTRATION

Certificate Title: Certificate of Completion for Specialized Training Program

Program Title: Specialized Training Program in Public Procurement

Name and Status of Issuing Institution: National Institute of Administration, a public institution of national interest under the Ministry of Development, Public Works, and Administration

Program Duration: 72 hours

Professional Competencies Acquired:

- Understanding the functioning of the public procurement system and the legal norms governing it.
- Understanding and applying concepts related to sustainable development in public procurement.
- Understanding and applying concepts related to technological progress and modernization, through innovative needs definition and the acquisition of innovative products, services, and works.
- Understanding and applying concepts specific to stakeholder relationship management in the public procurement process.
- Understanding and applying concepts related to needs assessment and public procurement portfolio planning.
- Understanding and applying concepts specific to the preparation of awarding documentation and contracting strategy.
- Knowledge and application of methods for ensuring the publicity of awarding procedures.
- Understanding and applying the rules and principles of ethics, integrity, and compliance in the public procurement process.
- Knowledge and application of concepts specific to offer evaluation and contract/framework agreement awarding.
- Understanding and applying concepts specific to contract management in public procurement.
- Understanding and applying relevant project management approaches in the public procurement process.
- Understanding and applying concepts specific to reporting and evaluating the performance of the public procurement process.

Field of study Achiziții publice | **Final grade** 10

20/07/2017 – 07/08/2017 Bucharest

DIPLOMA - ING SALES LEAGUE 2017 ING Bank Romania

The Foundations of a Career in Banking Sales

14/09/2015 – 15/06/2016 Bratislava, Slovakia

CERTIFICATE OF COMPLETION OF STUDIES FROM ALMA MATER COMENIUS IN THE FRAMEWORK OF THE ERASMUS+ PROGRAM. Comenius University in Bratislava, Faculty of Management

SUBJECTS: Company External Communication

- Business Feasibility
- Management of Services
- Human Resources Management
- Project Management
- Production Management
- Economic and Financial Analysis
- SME Management
- Management of Innovation
- Marketing Strategies for Companies • Business Plans
- Theory of Organisations
- Business Theories and Models
- Promotion Techniques for Businesses
- Foundation of Marketing
- Risk Management
- Leadership in Modern Organisations
- Business Protocol
- e-Business
- Sponsorship Policies
- Business Negotiation Techniques
- Consumer Behaviour
- Business Ethics
- Basics of Accounting.

PROJECTS

Project

Member of the Target Group in the POSDRU Project 156/1.2/G/133208 - "Curricular Development and Increasing the Relevance of Public Administration Study Programs through Innovative Blended Learning Methods and Alignment with the Labor Market"

Project

Within U.A.T. Chitila City: Position of Project Assistant in the implementation team of the project "Modernization and Development of Public Lighting Infrastructure in Chitila City," financed through POR/301/3/1/Increasing Energy

Efficiency in Residential Buildings, Public Buildings, and Public Lighting Systems, particularly those with high energy consumption.

Project

Within U.A.T. Chitila City: Position of Procurement Officer for the project "Renewal of Public Transport in Chitila City," financed through the Regional Operational Program 2014-2020, Priority Axis 3: Supporting the Transition to a Low-Carbon Economy, Investment Priority 4e: Promoting Low-Carbon Strategies for All Types of Territories, Especially Urban Areas, Including Promoting Sustainable Multimodal Urban Mobility and Relevant Adaptation Measures for Mitigation, Specific Objective 3.2: Reducing Carbon Emissions in Urban Areas Based on Sustainable Urban Mobility Plans (POR/2017/3/3.2/1/7).

Project within the Ministry of Finance: "Strengthening Integrity in Public Institutions and the Business Environment" (SIPOCA code 449, MySMIS2014 code 118813)

Position Held in the Project: Public Procurement Officer

● LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
FRENCH	A2	A2	A1	A1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Google Drive | Project management & internal communication (Asana, Basecamp, Slack, Google Drive, G Suite) | Video conferință (Zoom, Cisco Webex, Skype, Microsoft Teams, Google Meet)

● LESSONS

Lessons

Date: October 25, 2017

Subject: Fundamentals of Public Administration

Professor: Associate Professor Dr. / Faculty of Public Administration

Lessons

Period: December 14-17, 2017

Subject: Creating a Culture of Performance in Public Institutions

Professor: Associate Professor Dr. / Faculty of Public Administration

● CONFERENCES AND SEMINARS

Conferences

Participation in the conference "The Contribution of Young Researchers to the Development of Public Administration," Public Administration Academy, Chișinău, February 23, 2018, with the paper "Reform of Public Administration - Comparative Analysis in the Public Sector."

Conferences

Participation in the award ceremony for the title of Doctor Honoris Causa to Christopher Pollitt, SNSPA, Thursday, April 3, 2014.

Conferences

Participant in the conference "Mircea Malița - The International Practice of Negotiation between Science and Art," organized by the Faculty of Public Administration, SNSPA, under the coordination of Professor Ștefan Popescu.

World Bank Workshop - IT & C Procurement

The meeting took place on the Webex platform on March 9, 2023, from 10:00 to 13:00.

● ORGANISATIONAL SKILLS

Organizational Skills

Knowledge of the content and interpretation and application of laws, government decisions and ordinances, and acts of central and local public administration; good logical memory; organizational and communication skills; initiative; result-oriented; team spirit.

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and Interpersonal Skills

Communicative, sociable, with strong communication skills gained from experience as a former student at FAP-SNSPA and currently as a public servant at the Chitila City Hall. Demonstrates the ability to adapt to various situations and contextual environments.

● SKILLS ACQUIRED IN THE WORKPLACE

Skills Acquired in the Workplace

Project Management: Effective planning, execution, and monitoring of projects to achieve objectives within scope and deadlines.

Public Procurement: Expertise in managing public procurement processes, including drafting documentation, ensuring compliance, and handling contracts.

Communication: Strong interpersonal and professional communication skills, including written and verbal interactions with stakeholders and team members.

Organizational Skills: Proficient in organizing tasks, managing time effectively, and coordinating multiple responsibilities to ensure smooth operations.

Analytical Skills: Ability to analyze data, identify trends, and make informed decisions based on evidence and research.

Team Collaboration: Experience in working collaboratively with teams, contributing to group efforts, and fostering a positive working environment.

Adaptability: Capacity to quickly adapt to new tools, technologies, and changing work environments to meet evolving needs.

Problem Solving: Skilled in identifying issues, developing solutions, and implementing effective strategies to overcome challenges.

Attention to Detail: Meticulous in handling tasks and ensuring accuracy in documentation and data management.

Customer Service: Proficient in providing support and addressing inquiries from clients, stakeholders, and the public.

● DRIVING LICENCE

Driving Licence: B