

## ANNEX II

### **Notice for recruitment and selection of the Deputy Director General (DDG)**

**The company CONPET S.A. recruits Deputy Director General** in compliance with the provisions of the EGO no. 109/2011 regarding *the corporate governance of the public enterprises*, subsequent amendments and completions.

CONPET S.A. („**The company**”) is a company headquartered in Ploiesti, providing specialized crude oil transport services via pipelines and by railway tanks, enabling the feeding of the refineries with crude oil and derivatives from domestic production and from import. The company operates a pipeline network having 3800 km in length, crossing over 24 Romanian counties. CONPET is a company listed at the Bucharest Stock Exchange, registering a turnover of over 80 million Euro and having over 1600 employees. Additional information about the company are available on the websites: [www.conpet.ro](http://www.conpet.ro) si [www.bvb.ro](http://www.bvb.ro).

**The Deputy Director General** will organize and lead the current activity of the company in compliance with the duties provided in the contract of mandate and the applicable legal regulations; his/her performance is to be quantified based on a set of financial and non-financial performance indicators which will be included in the contract of mandate negotiated and convened with the Board of Administration, so as the company to reach the objectives set out in the administration plan approved by the OGMS in compliance with the legal provisions.

The main attributions and responsibilities are the followings: replaces the Director General when he is absent from the company with reason; organizes and coordinates the legal business, the human resources and the internal management control activities, as well as any other structures or activities, in correlation with the organizational structure of the company and the provisions of the contract of mandate; advances policies, plans and procedures specific to the area of responsibility and monitors and controls the application thereof; recurrently analyses and reports to the Board of Administration and the Director General the efficiency and degree of fulfillment of the measures set for the achievement of the strategic objectives included in the Administration Plan, on his area of competence; in the contract of mandate will be included all the duties and responsibilities of the Deputy Director General.

#### **The procedure timeline with deadlines, as follows:**

- Publishing of the notice regarding the selection of the Deputy Director General in the newspapers - deadline 10.01.2019

- Time for submission of candidacies 11.01.2019 – 11.02.2019
- Settlement of the long list of candidates 13.02.2019
- Settlement of the short list 14.02.2019
- The presentation of the statement of intent of the candidates from the short list, performance of interviews, application of scoring, presentation of the report containing the nomination proposals 15.02.2019 – 04.03.2019
- Appointment of the Deputy Director General, contract execution 05.03.2019

The deadlines may be extended due to objective reasons, by the prior joint endorsement of the Chairman of the Nomination and Remuneration Committee and of the Chairman of the Board of Administration, by the observance of the minimum period of 30 days for filing the candidacies as of the publishing date of the notice in the media and of the deadline regarding the submission of the statements of intent.

**Selection criteria.** Each of the candidates for the Deputy Director General position, Romanian or foreign natural persons, will be evaluated and selected according to the fulfillment of the following requirements:

<b>DEPUTY DIRECTOR GENERAL</b>	
<p style="text-align: center;"><b>Mandatory Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Romanian citizenship, citizenship of other EU or non EU member states and domicile in Romania;</li> <li>2. Knowledge of Romanian language (written and spoken production);</li> <li>3. Proper health condition and full exercising capacity;</li> <li>4. Graduate of complete university study being awarded bachelor, master diploma in the legal or economic field majoring in management, from Romania or abroad - recognized in Romania;</li> <li>5. Experience of:               <ol style="list-style-type: none"> <li>a. at least 10 years in the legal or economic field majoring in management, wherefrom at least 5 years in management positions;</li> </ol> </li> </ol>	<p style="text-align: center;"><b>Requirements which constitute an advantage:</b></p> <ul style="list-style-type: none"> <li>✓ Experience in capital markets domain;</li> <li>✓ Knowledge of at least one foreign language at an advanced level;</li> <li>✓ Post university studies, MBA, PhD diploma;</li> <li>✓ Experience in the core business performed in a hydrocarbon or gas pipeline transport company;</li> <li>✓ Certified knowledge of governance and corporate strategy;</li> <li>✓ Certified knowledge of human resources management;</li> </ul>

<p>b. Coordination of a minimum number of 100 persons employed within a company bearing a complex organizational structure, of minimum 1000 employees;</p> <p>6. Experience in the preparation and implementation of corporate development, optimization and modernization strategies;</p> <p>7. Irreproachable repute from professional and personal point of view;</p> <p>8. Inter-personal communication skills;</p> <p>9. Complies the legal regime regarding the incompatibilities and conflict of interests, imposed by the applicable legal provisions in force;</p> <p>10. Tax and criminal record bearing no mentions.</p>	<ul style="list-style-type: none"> <li>✓ Certified knowledge regarding management and risk management;</li> <li>✓ Certified knowledge of the management internal control system;</li> <li>✓ Relevant experience and proven negotiation skills in relation to social partners;</li> <li>✓ Experience in communication and relation with stakeholders;</li> <li>✓ Experience in similar management positions (director general, deputy director general, director, head of department);</li> <li>✓ Minimum two personal references, from professionally reputed persons;</li> <li>✓ Exceed of the minimum conditions constitutes an advantage.</li> </ul>
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<b>Other requirements specific to the position</b>	
<p>Leading skills;</p> <p>Adaptability to various work environments and systems;</p> <p>Team work skills;</p> <p>Capacity to manage complex tasks and achieve the set targets;</p>	<p>Negotiation skills;</p> <p>Capacity to motivate and grow the subordinated personnel;</p> <p>Capacity to take responsibility when exercising the duties related to the post.</p>

▪ **Benefits**

The candidate selected for the capacity of Deputy Director General will benefit from a remuneration made up of a fixed and a variable component, in compliance with the attributions and responsibilities incurred by his capacity, with the effort made for the achievement thereof and the obtained results, as per the legal applicable dispositions and falling under the general limits approved by GMS for the directors with mandate contract.

▪ **The candidacy-related documents**

The candidacy files of the candidates will be submitted on the company's address CONPET - No.1-3, Anul 1848 Street, postal code 100559, Ploiesti, Prahova, on paper form, in closed and sealed envelope, which will mention: "The selection procedure for Deputy Director General of CONPET, Name and Surname Candidate" - in the attention of Mr. Cornel Bănică - Head of the Legal Department, up to 11.02.2019 at the latest, 03.00 P.M. and shall mandatorily contain the following

**Documents in Romanian language - filed:**

- a) Opis documents
- b) Curriculum vitae, pursuant to the European ordinary model;
- c) Medical certificate;
- d) Criminal record;
- e) Fiscal record;
- f) Copies of the following documents:
  - Copy of the identity act;
  - Copy of the marriage certificate or other documents, only if the name on the submitted documents is different from the one on the identity act;
  - Copy of the bachelor's diploma or equivalent;
  - Copies of the post-university studies, if applicable;
  - Copies of the training certificates of graduation, if applicable;
  - Copies of the documents proving the professional experience requests (binding extract Reges/Revisal and copy of work permit, mandate/management contracts, certificates issued by the employers, etc).
- g) Forms:
  - Request for entry;
  - The self-declaration on the compliance of the documents and information presented in the file, the lack of conflict of interests and the incompatibility situations;
  - Agreement on data attainment in view of information checking;
  - Consent for processing the personal data;
  - Declaration of interests.

**The application form samples are to be found and downloaded from the site [www.conpet.ro](http://www.conpet.ro), starting the notice publication date.**

**Additional Information. The Submission of the Candidacy**

All the requested documents are binding for the validation of the candidacy. In case of incomplete files will be awarded 24 hours from the notification of the candidate in what regards the missing documents in order to remedy the situation and completion of the file, following which the candidacy will be invalidated in case the requested completions are not being performed.

The statement of intent of the candidate will be subsequently requested only to the candidates confirmed on the short list.

By submitting the file, the candidates give their implicit consent that their personal data be processed for the carry out of the recruitment and selection procedure. At the end of the selection process the documents of the candidates who will not be confirmed in the capacity will be returned to the applicants, upon their requests, within 30 days or will be destroyed after the 30 days have past.

### **Communication with the candidates**

All along this selection process, the communication with the candidates will be made via e-mail and by telephone, consequently it is imperative that the e-mail address and the phone number mentioned in the Curriculum Vitae be correct.

Pursuant to the EGO 109/2011, subsequent amendments and completions and according to the professional deontological rules governing the recruitment activity, the long list, short list, the nomination proposals in view of BoA selection and the results obtained by the candidates on each stage of the selection and recruitment process bear confidential character and shall not be published; the candidates will be noticed via e-mail and by telephone that they have been confirmed/unconfirmed on the long list/short list; after the completion of the recruitment and selection procedure, each candidate will be communicated, individually, the obtained results, namely via e-mail and by telephone, exclusively on the candidate's written request.

The corporate governance legislation does not provide challenges. Willing to ensure maximum transparency of the recruitment and selection process will be answered promptly to the clarification requests formulated by the candidates provided they exclusively require information related to their candidacy, which do not imply the results obtained by the other candidates.

The potential requests for clarifications will be filed in maximum 24 hours from the receipt of the results, in the same manner as the candidacy files, at address CONPET No.1-3 Anul 1848 Street, postal code 100559, Prahova County, or by e-mail [cornel.banica@conpet.ro](mailto:cornel.banica@conpet.ro) or [actionariat@conpet.ro](mailto:actionariat@conpet.ro), with feed-back in maximum 3 working days from the application registration date within the company. The request for clarifications does not suspend the carry out of the selection process.