

**ANNEX II**  
**SELECTION CRITERIA**  
**DEPUTY DIRECTOR GENERAL (DGA3)**

The company CONPET S.A. recruits the Director with mandate contract (Deputy Director General 3) in compliance with the provisions of Art. 143 of Law no.31/1990 *regarding the companies* and GEO no. 109/2011 *regarding the corporate governance of public enterprises*.

CONPET S.A. („**The company**“) is a public company for the purposes of GEO no. 109/2011, headquartered in Ploiești, providing specialized crude oil and derivatives transport services via pipelines and by railway tanks from the domestic and import production, enabling the supply of the refineries. The company operates a pipeline network of 3800 km in length crossing over 24 Romanian counties. CONPET is a company listed at the Bucharest Stock Exchange, registering a turnover of over 94 million Euro on 31.12.2022 and having over 1,460 employees. Additional information about the company are available on the websites: [www.conpet.ro](http://www.conpet.ro) and [www.bvb.ro](http://www.bvb.ro).

**The Deputy Director General 3 (DDG 3)** organizes and coordinates the transport operations, strategic projects, I.T., integrity, security, protection of classified information activities and the critical infrastructures activity according to the duties provided in the mandate contract and in compliance with the applicable legal regulations.

His record will be assessed 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 Directors, so as the company reach the objectives set out in the Administration Plan that is to be approved in compliance with the legal provisions.

The duration of the mandate contract of the Deputy Director General 3 will be 4 years, starting with the date of his appointment to office by the Board of Directors.

**The stages of the recruitment and selection process and the calendar of the procedure, as follows:**

- Publication of the notice in newspapers regarding the selection of the Director - deadline 22.11.2023
- Time for submission of candidacies 23.11.2023 – 04.01.2024
- Assessment of the long list of candidates 05.01.2024 - 08.01.2024
- Settlement of the short list 10.01.2024 - 11.01.2024
- 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 12.01.2024 - 29.01.2024
- Appointment of the Director, contract execution 31.01.2024

The deadlines may be extended due to objective reasons, by the prior endorsement of the President of the Nomination and Remuneration Committee and of the Chairman of the Board of Directors, by the observance of the minimum period of 30 days for filing the candidacies as of the publishing date of notice in the media and of the deadline of 15 days regarding the submission of the statements of intent.

**In the evaluation process and subsequently the final selection of the candidates, the following shall be considered:**

**Criteria for evaluation/final selection of the candidates:**

1. The candidacy file with the related documents;
2. The matrix of the candidate/the evaluation grid (the degree of fulfillment of the selection criteria);
3. Candidate's Statement of Intent;
4. Interview.

**Selection criteria:**

- Professional experience;
- Competences specific to the company's business sector;
- Professional competencies of strategic importance;
- Social and professional skills;
- Local and international experience;
- Alignment with the letter of expectations.

**Features:**

- Leading skills;
- Adaptability to various work environments and systems;
- Teamwork skills;
- Capacity to manage complex tasks and achieve the set targets;
- Capacity to motivate and grow the subordinated personnel;
- Ability to take responsibility in the exercise of job duties;
- Personal and professional reputation;
- Integrity and ethical behavior;
- Dynamism, determination;
- Capacity of analysis, synthesis and managerial decision.

**Evaluation and selection conditions and criteria:** Each of the candidates for the Deputy Director General 3 position will be evaluated and selected according to the fulfillment of the following requirements:

<b>DEPUTY DIRECTOR GENERAL 3</b>	
<b>Mandatory minimum requirements:</b>	<b>Conditions that constitute an advantage:</b>

<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);</li> <li>3. Proper health condition and full exercising capacity;</li> <li>4. Graduate of complete university study being awarded bachelor diploma in the technical field from Romania or abroad - recognized in Romania;</li> <li>5. Experience of/in: <ol style="list-style-type: none"> <li>a. minimum 10 years in the field of study, where from minimum 5 years of experience in management positions of which companies with core business in the energy field;</li> <li>b. coordination of various projects in companies with annual turnover of minimum 50 million Euro (proven by certificates/other documents issued by employers);</li> <li>c. implementation of projects/investment programs with a value higher than 1 million Euro (proven by certificates, other documents issued by employers);</li> <li>d. coordination of a minimum number of 200 employees within a company with a complex organizational structure of minimum 1,000 employees (proven by certificates, other documents issued by employers);</li> </ol> </li> <li>6. Certified knowledge of risk management (proved by professional training certificate);</li> <li>7. Proven experience in the management of critical infrastructures protection;</li> <li>8. Inter-personal communication skills;</li> <li>9. Complies with the legal regime regarding the incompatibilities and conflict of interest, imposed by the applicable legal provisions in force;</li> <li>10. Tax and criminal record bearing no mentions.</li> </ol>	<ul style="list-style-type: none"> <li>✓ Knowledge of at least one language of international circulation;</li> <li>✓ Post graduate studies, MBA, PhD diploma;</li> <li>✓ Experience in the core business carried out within a hydrocarbon or gas pipeline transport company;</li> <li>✓ Experience in similar management positions (Director General, Deputy Director General, Director);</li> <li>✓ Certified knowledge in the oil field (proven by training certificate/diploma);</li> <li>✓ Certified knowledge in the Internal Management Control Standards System - IMCS (Ro. SCIM), (proven by training certificate/diploma);</li> <li>✓ Experience in the implementation and ongoing development of the Anti-bribery and Anti - corruption management systems;</li> <li>✓ Experience in the management of the classified information protection;</li> <li>✓ Exceeding the minimum conditions is an advantage.</li> </ul>
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▪ **Benefits**

The candidate selected for the position of Deputy Director General 3 will benefit from a remuneration, consisting of a fixed and a variable component, in accordance with the responsibilities incurred by their capacity, with the effort made for the achievement thereof and with the obtained results, as per the applicable legal provisions and within the general limits approved by the OGMS for the Directors with mandate contracts.

- **Candidacy documents**

**The candidates' registration files** will be sent to the address of the company CONPET – No. 1-3 Anul 1848 Street, postal code 100559, Ploiești, Prahova, on paper, in a closed and sealed envelope, inscribed: "The selection procedure for Deputy Director General 3 - CONPET, Candidate Name and Surname" - To the attention of Mr. Cornel Bănică - Head of the Legal Department, up to 04.01.2024 at the latest, 16:00 (GMT+2) and they **will compulsorily contain the following Documents in Romanian - filed:**

- a) Opis documents;
- b) Curriculum vitae, according to the common European model;
- c) Medical certificate;
- d) Criminal record;
- e) Tax record;
- f) Copies of the following documents:
  - ID copy;
  - Copy of the marriage certificate or other documents, only if the name on the submitted documents is different than the one on the ID;
  - Copy of the study diplomas (bachelor's diploma or equivalent; post-graduate, as the case may be);
  - Copies of training program graduation certificates (if applicable);

- Reges/Revisal Excerpt/copy of the employment record/copy of mandate contracts/management contracts/copy of certificates issued by employers certifying the professional experience;
- Any other documents certifying the fulfillment of at least the minimum conditions.

All documents submitted in copy will be certified according to the original by the applicant (with holographic signature).

g) Signed and filled out forms:

- Registration request;
- The affidavit on the conformity of the documents and information presented in the file, the lack of conflict of interests and the incompatibility situations;
- Statement regarding the agreement on data attainment in view of information checking;
- Consent for processing the personal data;
- Declaration of interests

Paper submission of all documents requested by the Selection Notice is mandatory. Failure to submit all documents within the indicated deadline (04.01.2024, 16:00) will result in exclusion from the selection procedure.

At the same time, applications received by the Company after 04.01.2024, 16:00, will no longer be taken into consideration.

Candidates selected on the short list are required to appear at the interview with the original documents submitted in copy to the file.

**The application form samples can be found and downloaded from the website [www.conpet.ro](http://www.conpet.ro), as of the announcement publication. Additional information can be requested via e-mail, at address**[cornel.banica@conpet.ro](mailto:cornel.banica@conpet.ro)**, appointed person of contact Mr. Cornel Bănică – Head of Legal Department, telephone 0244401360, ext. 2277.**

**Additional information. Candidacy submission**

The candidate's intent statement will subsequently be requested only from confirmed shortlisted candidates and will be drawn up based on the letter of expectations sent by the tutelary public authority, published on the company's website in the Corporate Governance/Management section.

The shortlisted candidates admitted to the file selection stage will be evaluated during the interview, the time and place of which will be communicated to them in person, by means of e-mail and by telephone.

By submitting the file, candidates give their implicit consent for their personal data to be processed for the purpose of carrying out the recruitment and selection procedure.

At the end of the selection process, the documents of the candidates who will not be confirmed for the position will be returned to the applicants, upon their requests, within 30 days or will be destroyed after the 30 days have passed since the completion of the selection.

In the selection process, national and European legal provisions on equal employment opportunities between women and men will be taken into account.

### **Communication with the candidates**

Throughout this selection process, communication with candidates will be carried out by e-mail and telephone, therefore it is imperative that the e-mail address and telephone number mentioned in the C.V. be correct.

According to the provisions of GEO no. 109/2011 and in accordance with the rules of professional ethics governing the recruitment activity, the long list, short list, the nomination proposals for selection by the BoD (Board of Directors) and the results obtained by the candidates at each stage of the recruitment and selection procedure are confidential and will not be published; candidates will be notified by e-mail and telephone that they have been confirmed/not confirmed on the long/short list; after the completion of the recruitment and selection procedure, each candidate can be notified individually of the results they have obtained, namely by e-mail and by phone, only at the written request of the candidate.

In compliance with the rules for the protection of personal data, each candidate can request the Board of Directors/Nomination and Remuneration Committee to receive information about the application of the selection criteria in their case, as well as about the score obtained.

Any candidate dissatisfied with the result of the selection procedure can appeal the result obtained, within 2 working days, to the Board of Directors, which is compelled to resolve the appeal within 2 working days. The decision of the Board of Directors can be challenged within 15 days from the communication to the competent administrative court.

Any appeals should be submitted to the address CONPET S.A., no. 1-3 Anul 1848 Street, postal code 100559, Ploiești, Prahova County, in a sealed envelope, inscribed “To the attention of the Board of Directors of CONPET S.A.”.