

## **SELECTION ANNOUNCEMENT FOR FILLING ONE (1) POSITION AS A MEMBER OF THE BOARD OF DIRECTORS OF CONPET SA**

This selection process is carried out according to the provisions of the Government Emergency Ordinance no. 109/2011 on the corporate governance of public enterprises, subsequent amendments and completions (G.E.O. no. 109/2011) and with those of the Government Decision no. 639/2023 for the approval of the methodological norms for the application of the Government Emergency Ordinance no. 109/2011 on the corporate governance of public enterprises (G.D. no. 639/2023).

### **GENERAL CONDITIONS TO BE MET BY ALL CANDIDATES**

Candidates for the position of member of the Board of Directors must meet the following conditions on a mandatory and cumulative basis:

- a) does not fall under any of the situations provided for in Art.4, Art. 12. Para (3), Art. 30 Para. (9) or Art. 36 Para (7) of GEO nr.109/2011;
- b) does not fall under the situation provided for in Article 169 (10) of Law no. 85/2014 on insolvency prevention and insolvency procedures, as amended and supplemented;
- c) does not fall under the situation provided for in Art. 73<sup>1</sup> of Law no. 31/1990 of companies, republished, subsequent amendments and completions;
- d) are medically fit;
- e) have full legal capacity;
- f) have completed higher education having at least bachelor's degree and experience in engineering, economic, social, legal sciences or in the field of activity of that public enterprise for at least 7 years;
- g) have experience in the management of autonomous companies or regies;
- h) meet all the conditions stipulated by GEO no.109/2011 and GD no. 639/2023.

### **SPECIFIC CONDITIONS TO BE MET BY ALL CANDIDATES**

#### **ADMINISTRATOR A (1 position)**

Candidates for the position of member of the Board of Directors type A are required:

- a) to have completed higher education having at least bachelor's degree and experience in engineering, economic, social, legal or in the core business of Conpet S.A. for minimum 7 years;
- b) to have experience in the management of autonomous companies or regies;
- c) have at least 5 years of experience in management positions (administration, management, or coordination within public or private entities).
- d) have at least 10 years of seniority.

### **SELECTION CRITERIA**

The selection criteria are differentiated into the following groups:

**Competences** - competences specific to the core business of the public enterprise, professional competences of strategic importance, corporate governance competences, social and personal competences, local and international experience, specific competences and restrictions for civil servants or other categories of personnel within the supervisory public authority or within other public authorities or institutions, alignment with the letter of expectations;

**Traits** – personal and professional reputation, integrity, independence, political exposure, interpersonal communication skills, vision;

**Other Criteria** – the economic and financial performance of the companies where the candidate has exercised a mandate as administrator or director, entries in the fiscal and criminal records, and gender criteria.

## **METHOD OF EVALUATING THE SELECTION CRITERIA**

The evaluation of candidates is carried out through documentary analysis of the documents in the application file, analysis of additional information beyond that included in the application file requested by the selection and nomination committee, in writing, to review, improve, and validate the accuracy of the scoring, verification of references provided by the candidates, verification of the candidates' previous professional activity, analysis of the statement of intent and integration of the results from analyzing these statements, which candidates formulate based on the Letter of Expectations, analysis of the candidates' answers to questions posed by members of the selection and nomination committee, and the behavioral observation of candidates during the interview organized by the Selection Committee, by relating to the board profile, the candidate profile, and to the indicators describing the competencies that serve as selection criteria according to the previously mentioned documents, and the interview conducted by taking into account the application file, the candidate's profile, the board profile, and the candidate's statement of intent.

## **SUBMISSION OF APPLICATION FILES**

In accordance with the Regulations for the Organization and Functioning of the Committees for the Selection and Nomination of Candidates for positions as members of the boards of directors/supervisory boards of public enterprises under the subordination/authority of the Ministry of Energy, as approved by Order of the Minister of Energy No. 1359/18.09.2024, the application file must be submitted no later than ..., ..., in printed version (hard copy) to the **General Registry of the Ministry of Energy, located in Bucharest, 39-41 Academiei Street, Sector 1, postal code 010013**, and mandatorily in electronic format at the institutional email address of the Selection and Nomination Committee at: [selectie.conpet@energie.gov.ro](mailto:selectie.conpet@energie.gov.ro).

### **File in printed version (hard copy):**

The application files on paper must be submitted in a sealed and closed envelope, which will be marked with the following text: "Candidature **ADMINISTRATOR A** of Conpet S.A."

### **File in electronic version:**

The application files in electronic format should be sent to the e-mail address [selectie.conpet@energie.gov.ro](mailto:selectie.conpet@energie.gov.ro), with the following text indicated in the subject line of the message: "**ADMINISTRATOR A** of Conpet S.A." [Candidate's Full Name].

### **Mandatory Rules for Submission of Application Files:**

- E-mail messages submitting the application file in electronic format, as well as the attached documents, must mandatorily include the candidate's full name (for example, "CV Popescu Ion").
- Forms F1–F5 and the CV from the electronic application file must be submitted both as PDF files (.pdf) and as editable files (.docx).

- Copies of the required documents must be scanned and submitted **as separate files**, with filenames indicating the type of document and the candidate's full name, e.g.: ➤ *“Bachelor’s Diploma Popescu Ion”* or *“REGES Extract Popescu Ion”*.
- Electronic files will **NOT** be transmitted via file transfer applications (e.g.: WeTransfer or other similar applications) – if the file size exceeds the message capacity, multiple numbered successive messages will be sent.
- **The electronic forms will be submitted by the same date and time set for the submission of the application file in physical format.**
- All the documents presented in the application file will be in Romanian. Documents written in a foreign language shall be submitted in certified copy, accompanied by the certified translation of an authorized translator.
- For studies conducted abroad, their equivalents shall be submitted, as appropriate.

## **DOCUMENTS REQUIRED FOR SUBMITTING THE APPLICATION**

The application files will necessarily contain the following documents:

1. Opis documents (only in the paper file);
2. Curriculum vitae tehnoredacted, dated and signed which will include detailed information on the previous and current activity, with time intervals in the form of ZZ/LL/AAAA for each form exercised, including the name of employers and the nature of their activities, the functions held, with highlighting of those activities that fall within the scope of the position for which they are apply, as well as other relevant information relating to entities in which the natural person has owned or holds management responsibilities. The information contained in the curriculum vitae must be relevant in terms of the level of knowledge, skills and experience that the person has;
3. Medical certificate issued by the family doctor, within the validity term;
4. Certificate of criminal record, within the validity term;
5. The certificate of fiscal record, within the validity term
6. **Copies of:**
  - a. the Identity Document;
  - b. the marriage certificate or other documents, only if the name on the submitted documents is different from the one on the identity document;
  - c. bachelor's degree or equivalent;
  - d. graduation diplomas from other university study cycles (if applicable) – other bachelor's programs, master's programs, PhD, MBA. Copies of diplomas or certificates of participation in short-term training programs will not be submitted;
  - e. documents proving the required professional experience (Reges/Revisal extract, copy of work record book if applicable), mandate/management contracts, certificates issued by employers, certificate of verification issued by ONRC, documents showing the economic and financial results of the companies in which the candidate has exercised his/her mandate as administrator or director, documents showing that he/she is authorized as a financial auditor and registered in the electronic public Registry by the competent authority in Romania, from another member state, the European Economic Area or Switzerland or that he/she has at least 3 years of experience in statutory audit acquired by participating in statutory audit missions in Romania or within the audit committees formed at the level of the boards of directors/supervisory boards of public interest companies/entities (if applicable), other documents appropriated by signature and stamp of the issuer attesting the candidate's direct contribution to improving the financial

performance of the companies he/she has managed/led, proof of registration in the body of independent administrators (if applicable).

**7. Forms:**

- a. F1 - Application for registration;**
- b. F2 - Affidavit regarding the conformity of the documents and information presented in the file..**
- c. F3 - Agreement on obtaining data for verification of information.**
- d. F4 - Consent to the processing of personal data.**
- e. F5 - Statement of interests**

The documents required in the selection and nomination process, as well as the form templates, can be found on the website of the tutelary Public Authority - Ministry of Energy (<https://energie.gov.ro/ministerul-energiei/>), by accessing the sections About us - CORPORATE GOVERNANCE ME - Procedure for recruitment and selection of members of the board of directors/supervisory board - Selection for the positions of members in the Board of Directors of Conpet S.A. and Conpet S.A. [CONPET SA | Recruitment of the professional management](#)

**OTHER INFORMATION**

**a. Communication with the candidates**

Throughout this selection process, communication with candidates will be done via electronic means. The long list, short list and nomination proposals are confidential and will not be published; the results obtained by the candidates at each stage of the selection process will be communicated to them individually in the manner described above.

**b. Personal Data Protection**

This recruitment and selection process described in detail above will be carried out in accordance with Regulation (EU) 2016/679 on the protection of natural persons regarding the processing of personal data.

**Additional information can be obtained at the headquarters of the Ministry of Energy, no.39-41 Street, district 1, Bucharest, postal code 010013 or by phone at 0374.496.825, 0374.496.821.**