
NOTICE OF RECRUITMENT IN VIEW OF CANDIDATES NOMINATION FOR THE POSITION OF CHIEF FINANCIAL OFFICER OF S.N.G.N. ROMGAZ S.A.

S.N.G.N. Romgaz S.A. announces the launch of the recruitment and selection procedure in view of candidates' nomination in order to be appointed as Chief Financial Officer of the Company. The recruitment and selection process aims to identify, recruit and select the most suitable candidates for the position of Chief Financial Officer of S.N.G.N. Romgaz S.A. This recruitment and selection process is implemented in accordance with the provisions of the G.E.O. No. 109/20111 on the corporate governance of public enterprises, approved by Law No. 111/2016 and with the provisions of G.D. No. 722/2016 for the approval of the Methodological Norms for the application of some provisions of the Government Emergency Ordinance No. 109/2011 on the corporate governance of public enterprises, with subsequent amendments and additions, as well as with those of General Data Protection Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data.

1. RECRUITMENT AND SELECTION PROCESS

The process of recruitment and selection of candidates for the position of Chief Financial Officer has the following stages:

	STAGE	Estimated DURATION	ACTIVITIES	RESULTS
1.	Submission of application files	30 days from the date of publication of the recruitment notice	Candidates submit, both in physical and electronical form, all the documents required in the application files.	Application files submitted
2.	Evaluation of application files	No later than 2 days after the expiry date of the recruitment notice	Evaluation of the administrative compliance and eligibility of the application files. In case of any uncertainties, we require the candidates for clarification.	Long list
3.	Initial selection	No later than 5 days after the date of the long list preparation	A first evaluation of the skills and characteristics and a first ranking of the candidates	Short List
4.	Final selection	No later than 5 days after the completion of the	At this stage, we evaluate the skills and characteristics of the candidates, both based on the final interview and the statement of	Nomination proposals

	initial selection stage	intent. In the end, the ranked list of candidates from which nomination proposals will be made is drawn up.	
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All these stages are eliminatory. The candidates will be informed in an operative and transparent manner, via telephone and/or e-mail, regarding the possible changes in the development plan of these stages, as well as the results obtained by each of them at each stage of this process. The up-to-date schedule of the recruitment and selection process will also be posted on the company's website <https://www.romgaz.ro>.

2. CONDIȚII DE PARTICIPARE

The candidates we aim to identify in this selection process to be nominated for the position of Chief Financial Officer must cumulatively meet the following requirements:

- a) have graduated a higher education programme (minimum equivalent of ISCED 6) in the financial-accounting field;
- b) have at least 10 years of work experience;
- c) have at least 2 years of management experience in listed and/or bond-issuing companies;
- d) have at least 5 years of proven experience in economic and financial activities involving compliance with financial governance requirements and compliance with contemporary financial management practices, including financial accounting, financial auditing and financial reporting principles;
- e) are not in any conflicts of interest that would make them incompatible to exercise their job duties as Managers of S.N.G.N. Romgaz S.A.;
- f) have not been convicted by final court decision for committing unlawful acts against humanity, against the state or any authority, for corruption and service offences, criminal offences against the administration of justice, forgery, criminal offences against property, for the criminal offences provided for by Law No. 656/2002 for the prevention and sanctioning of money laundering, as well as for the establishment of measures to prevent and combat the financing of terrorism, as subsequently amended and supplemented, or for the criminal offences provided for by Law No. 85/2014 on procedures carried out with intention that would make it incompatible to exercise the job duties;
- g) were never engaged in any political policing as defined by law;
- h) they meet the criteria required by G.E.O. No 109/2011 on the corporate governance of public enterprises, as approved with amendments and additions by Law No. 111/2016 and Government Decision No. 722/2016;
- i) have full capacity of exercise;
- j) are medically fit;

3. SUBMISSION OF APPLICATION FILES

The application files will be submitted no later than **May 10, 2023, 10:00 p.m.**, in paper-based format, in a closed and sealed envelope, on which the following text will be mentioned: "Application for the position as Chief Financial Office of S.N.G.N. Romgaz S.A./ [Name and Surname of the candidate] at S.N.G.N. Romgaz S.A. headquarters, No. 4 C.I. Motas Square, Sibiu county, postal code 551130. It is mandatory to send the application file in electronic format, to the e-mail 109@pluri.ro. Documents sent via We Transfer are not accepted. Paper submission and in electronic format of all application documents is mandatory. Application files on paper can be submitted in person or can be sent by post or courier to the address mentioned above. The e-mail messages for submitting electronic candidacies, as well as the attached documents, must contain the name and surname of the candidate, the name of the company, as well as the number of the position for which they are applying (for example, "Application for Chief Financial Officer of S.N.G.N. Romgaz S.A._ Name_Surname/" respectively „CV Name_Surname S.N.G.N. Romgaz S.A.).

4. DOCUMENTS REQUIRED FOR THE SUBMISSION OF THE APPLICATION

The application files must contain the following documents:

1. List of documents;
2. Curriculum Vitae;
3. Medical certificate;
4. Criminal record;
5. Fiscal record;
6. Copies:
 - a. Copy of the identity document;
 - b. Copy of the marriage certificate or other documents, only if the name on the submitted documents is different from the one on the identity document;
 - c. Copy of the bachelor's degree diploma or equivalent;
 - d. Copy of the documents that prove the required work experience (extract from the REGES/Revisal and copy of workbook, mandate/management contracts, certificates issued by employers, other documents signed and stamped by the issuer etc.).
7. Forms:
 - a. F1 – Application Form;
 - b. F2 – Affidavit regarding the conformity of the documents and information presented in the file, the lack of conflicts of interest and situations of incompatibility;
 - c. F3 – Agreement on obtaining data in order to verify the information;
 - d. F4 – Consent for the processing of personal data;
 - e. F5 – Declaration of interest
8. Declaration of intent.

The forms can be downloaded from the website <https://www.romgaz.ro>.

If one of the documents mentioned above is missing from the application file and the candidate does not submit it in a timely manner, his application will be rejected.

5. SELECTION CRITERIA

First in the initial selection stage and then in the final selection stage, the candidates' skills and behavioural characteristics will be evaluated.

The main selection criteria used in these 2 stages are:

- a. Skills specific to the field in which the company operates, of strategic importance, corporate governance, social and personal;
- b. Relevant work experience;
- c. Alignment with the Letter of Expectations;
- d. Behavioural characteristics – behaviour and attitude specific to the manager profile

It is an advantage in the selection process:

- a. have proven experience in management positions within companies in the energy sector with at least 2,000 employees;
- b. are in possession of professional specializations and/or certificates, other than those in the minimum requirement, in the financial-accounting field;

6. OTHER INFORMATION

a. Submission of the Declaration of Intent

To prepare this Declaration, the candidates will use the Letter of Expectations published by the Ministry of Energy on its own website, as well as on the website of S.N.G.N. Romgaz S.A. and all available public information about the current context of the company. The format of the Declaration of Intent must comply with the provisions of Government Decision No. 722/2016 for the approval of the Methodological Norms for the application of some provisions of the Government Emergency Ordinance No. 109/2011 on the corporate governance of public enterprises.

This document is submitted together with the application file, in a separate envelope, inside the sealed envelope containing the application file, except that the envelope specifies "Declaration of Intent, Name and surname – S.N.G.N. Romgaz S.A.", while in electronic format, the file is sent in editable (WORD) and/or non-editable (PDF) format. Both versions, shall be sent by e-mail (109@pluri.ro) and shall be named with the title "Declaration of Intent, Name and surname – S.N.G.N. Romgaz S.A. (for example, Declaration of Intent – Ion Ionescu –S.N.G.N. Romgaz S.A.)"

b. Communication with candidates

Throughout this selection process, communication with candidates will be done by e-mail and telephone, therefore it is imperative that the e-mail address and telephone number filled in the Curriculum Vitae are correct.

The long list, short list and nomination proposals are confidential and will not be published; the results obtained by the candidates on each of the stages of the selection process will be communicated to them individually in the ways described above.

c. Appeals

The corporate governance legislation of public enterprises does not provide for appeals. However, out of the desire to ensure maximum transparency of the recruitment and selection process, we will respond promptly to requests for clarification made by candidates, provided that they only request information that relates to their application and that does not involve the results obtained by other candidates. Any requests for clarifications are submitted in the same way as application files or declarations of intent, with the specification on the envelope "Request for clarifications regarding the results of the stage of __ (evaluation of files, or initial selection or final selection) S.N.G.N. Romgaz S.A. _ Name Surname) and the document sent by e-mail will be saved with the title "Clarification request Name Surname".

Requests for clarifications are submitted within a maximum of 24 hours from receiving the results and will be answered within the same maximum period of 24 hours from the registration of the request.

d. Protection of personal data

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 with regard to the processing of personal data. In this sense, the following will be observed:

- i. All candidates will consent to the processing of personal data;
- ii. All the personal data that the candidates will provide will only be used by the expert or by the representatives of S.N.G.N. Romgaz S.A. for the purpose of selecting the most competent and motivated candidate;
- iii. All personal data provided by candidates will be deleted one year from the date of nomination;
- iv. As long as the personal data of the candidates is in our possession, no information will be made available to any other party, in accordance with the legal provisions in force;
- v. If they wish, candidates can at any time ask us for information about how their personal data is stored and used;
- vi. Whenever a candidate decides to withdraw from this recruitment and selection process, we will ensure that their personal data is deleted from our database in accordance with the relevant legal provisions.