

PERSONAL INFORMATION

Comanescu Jean-Valentin



PROFESSIONAL EXPERIENCE

Period:

November 2019 – to date

Type or of activity:

Electricity transmission (transmission, electricity dispatching, organisation and administration of the electricity market)

Occupation or position held:

Transelectrica Supervisory Board member

Employer's name and locality:

National Power Grid Company Transelectrica SA

2-4 Olteni Street, district 3, Bucharest

Main activities and responsibilities :

- Exercising control over the manner in which the Directorate manages the Company;
- Verifying if the activity carried out in the name and on behalf of the Company is in accordance with the law, with the Articles of Association and with the decisions of the Shareholders' General Assembly;
- Presenting to the Shareholders' General Assembly, at least once a year, a report on the supervisory activity carried out;
- Verifying the income and expense budget as well as the investment program for the financial year subject to the approval of the Shareholders' General Assembly ;
- Verifying the Company's financial statements;
- Verifying the Directorate members' report;
- Proposing to the Shareholders' General Assembly the appointment and revocation of the financial auditor, as well as the minimum duration of the audit contract.

Period:

January 2014 – to date

Type or sector of activity: public procurement

Occupation or position held:

Economist, public procurement

Employer's name and locality:

Registrul Auto Roman

Calea Grivitei 391 A, Bucharest 1

Main activities and responsibilities:

- Elaborating the granting documentations for procurement procedures distributed to him;
- Organising the public procurement procedures namely open bids, simplified procedures, negotiations with or without preliminary publication of a participation announcement etc.
- Keeping permanently in touch with applicant companies, organisational entities from RAR-RA, current and potential suppliers during the entire public procurement procedure and related contracts;
- Elaborating, transmitting and following with SEAP, JOUE and ANAP the granting documentations, notifications of intention, participation and awarding, as well as the participation invitations to public procurements, organised according to applicable legislation;
- Filling in and updating the integrity forms under procedures where he was appointed responsible;
- Elaborating and transmitting, if need be, invitations to potential suppliers, providers and contractors;
- Participating as member to commissions assessing bids in RAR-RA offices, for various procurement procedures, and reviewing the transmitted bids together with their members;
- Drawing up opening & negotiation minutes, the intermediate and final reports of the granting procedure, communications and answers to possible contests in cooperation with involved organisational entities;
- Elaborating the public procurement file in his domain;
- Participating to negotiations with suppliers, contributing to settling pre-contractual misunderstandings and executing the services or work supply contracts and their annexes;
- Elaborating addendums to contracts when need be;
- Cooperating with ANAP, CNSC, suppliers, and organisational entities of RAR-RA in order to solve various issues related to contracting when circumstances require it;
- Elaborating various records, analyses, reports, syntheses related to his activities;
- Liable for the accuracy and fairness of data and information from the paperwork, based on the data received from RAR-RA's organisational entities and the applicable legislation;
- Answerable for the compliance with legal terms and methodologies of procurement procedures according to applicable legislation and job attributions; Responsible to elaborate granting documentations in accordance with legal provisions and the requirements from the terms of reference;

- Responsible for the organisation terms after receiving the application and the approval to begin procurement procedures and related terms of reference, and for transmitting the contracts to signing when the procedure has been granted;
- Exercising self-control on the elaborated documents according to the operational procedure specific to activities;
- Responsible for compliance with legality with respect to service secrets and data confidentiality;

Period: August 2013 -
January 2014

Type or sector of activity: public procurement;

Occupation or position held:
Senior referent, public investment

Employer's name and locality:

Romanian Auto Register
Calea Grivitei 391 A, Bucharest 1

Main activities and responsibilities;

- Together with responsible people and with the compartment head, participating to elaborating the annual plan of public investment; centralising the investment requests from representations offices, establishes the investment needs and send them to the compartment head, proposes CPV and variants of possible procedures;

Period:
July 2012 - July 2013

Type or sector of activity: public procurement

Occupation or position held:
Senior referent, public procurement

Employer's name and locality:
Romanian Auto Register
Calea Grivitei 391 A, Bucharest 1

Main activities and responsibilities:

- Together with responsible people and with the compartment head, participating to elaborating the annual plan of public investment; centralising the investment requests from representations offices, establishes the investment needs and send them to the compartment head, proposes CPV and variants of possible procedures;
- Dealing with the proper elaboration of justification notes necessary to initiate the procurement,
- Elaborating the documentation necessary for the procurement of assets, services and work as required for RAR-RA's activities and following its endorsement by higher hierarchical levels;
- Elaborating the intention, participation and granting ads; upon the compartment's head request he can introduce into SEAP the ad data without publishing them;
- Providing the documentation to applicants, elaborating answers to questions, within legal terms;
- Receiving the candidatures, selecting the candidates, receiving the offers, writing the correspondence necessary for procedure application; supervising the transmission of documents entering and leaving the department;
- Providing procedural development, supervising the notification formalities for results,

the compliance with waiting times, elaborating the documents necessary for contestation issues;

- Finalising the procurement documents and signing the contract with the winner;
- Under the compartment's head guidance, seeing to the constitution of the performance bond, contractual effective dates, compliance with the parties' obligations, providing partial and final acceptance, making payments to conclude the procurements under each contract, and releasing the performance bonds under the managed contracts;
- Elaborating synthetic accounts and processing the data resulting from compartment activities;
- Carrying out any other attributions from legal provisions on public procurement (OUG 34/2006 with later amendments & additions, HG 926/2006 with later amendments & additions, application norms for normative acts in the domain etc.);
- Responsible for qualitative work execution and data accuracy;
- Responsible for compliance with legality as regards service secrets and data confidentiality;

Period:
May 2008 – July 2012

Type or sector of activity: public procurement

Occupation or position held: Operator PC

Employer's name and locality:

Romanian Auto Register

Calea Grivitei 391 A, Bucharest 1

- Main activities and responsibilities:
- Knowing and observing the specific norms, procedures and instructions;
- Introducing the data received from DOIIT activity forms into the computerised database;
- Answerable for the filled in forms since reception from people doing DOIIT activity until their submission to archives;
- Responsible for the accuracy of data introduced in the computerised database;
- Editing proper data on typical printers;
- Certifying the authenticity of documents;
- Receiving and answering for the typical prints necessary for DOIIT activities;
- Stamping the documents issued by RAR after the specific DOIIT activities and liable for stamp utilisation;

Period:
July 2007 – May 2008

Type or sector of activity: Auto

Occupation or position held:
Referrent

Employer's name and locality :

Parliament of Romania, Chamber of Deputies, Str. Izvor 2-4, Bucharest 5

- Main activities and responsibilities :
- Drawing up the inventory for the Chamber of Deputies' patrimonial assets existent in the Palace of Parliament and in associated spaces, as well as in electoral sections according to the annual inventory plan of patrimonial stocks while observing legal provisions and the internal orders or decisions;
- Making sudden inventory to the managements from the Chamber of Deputies and electoral sections observing legal provisions and the internal orders or decisions;
- Making the inventory of assets received under lease, for use or under custody and transmitting to owners the ascertained facts, observing legal provisions and the internal orders or decisions;
- Elaborating the comparative situation together with the managerial departments, establishing the account of legal establishments and of compensations, submitting them to approval;
- Determining the weaknesses and strengths of management according to legal regulations;
- Executing minutes with inventory results and submitting them to approval according to the competence set in applicable norms;
- Submitting proposals to settle differences ascertained upon inventory: taking the payment commitment in view of recovering damages; informing the managers about unmovable stocks, of slow movement or unusable;

EDUCAȚIE ȘI FORMARE

Period: 2014 - 2017 Economist
NicolaeTitulescu University, Bucharest
Faculty: Economic Science, Speciality: business administration

Period: 2009 - 2011 Engineer
Polytechnic University, Bucharest
Master's degree: Materials Science and Engineering, Speciality: metallic materials processing by means of special procedures

Period : 2009 - 2011 NicolaeTitulescu University, Bucharest
Master's degree: Accounting & Finance Faculty, Speciality: public finance & national and community fiscal policies

Period: 2004 - 2009 Diplomat engineer, Bioterra University, Bucharest

Faculty: Agricultural-touristic management, Economic engineering profile, speciality: engineering and management in public alimentation and agricultural tourism

- Courses
- Internal audit course - 2008
 - Public procurement course - 2013
 - Expert course for public procurement - 2015
 - Expert course for public procurement - 2016
 - Expert course for public procurement - 2017
 - Expert course for public procurement - 2018

PERSONAL COMPETENCE

Mother tongue(s) Romanian

Other foreign languages	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Participation to conversation	Oral speech	
English	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM
Spanish	ADVANCED	MEDIUM	ADVANCED	ADVANCED	MEDIUM

IT competence

- Good knowledge of Microsoft Office instruments (Microsoft Word, Excel, Power Point, Outlook), Adobe Acrobat DC

Driving licence

- B, A.