

VACANCY ANNOUNCEMENT: **HEAD OF THE JOINT SECRETARIAT**
AT THE JOINT SECRETARIAT
OF THE **INTERREG POLAND – SLOVAKIA PROGRAMME**

NUMBER OF POSITIONS: 1
APPOINTMENT: EMPLOYMENT CONTRACT
Location: KRAKÓW, POLAND
REFERENCE NUMBER: **JS PL-SK/1/2023**
CLOSING DATE FOR APPLICATIONS: **22-01-2023**

Who we are looking for?

On behalf of the Managing Authority (Ministry of Development Funds and Regional Policy of the Republic of Poland) of the Poland – Slovakia Programme and the National Authority (Ministry of Investments, Regional Development and Informatization of the Slovak Republic), the Centre of European Projects (employer) is looking for a candidate for a **Head of JS position** located in **Kraków, Poland**.

Background:

The Interreg Poland – Slovakia Programme supports inter alia effective and sustainable use of natural and cultural heritage, as well as cross border transport in order to improve cross-border accessibility.

Two editions of the Poland – Slovakia Programme are implemented: the 2014-2020 programme, which will be closing in 2023 and the 2021-2027 programme, which is at the outset.

The JS is responsible for:

- day-to-day implementation of the 2014-2020, as well as the 2021-2027 programmes,
- provides potential Polish and Slovak applicants with information and advice starting from the application process until projects have been completed,
- assists the Managing Authority (MA), the National Authority, the Monitoring Committee (MC) and stakeholders in carrying out their respective duties.
- The JS consists of international staff and the working languages are Polish, Slovak and English. The JTS currently employs 16 people.

Ideal candidate:

An ideal candidate is an enthusiastic, open-minded person interested in working in the international environment and in cooperating with different actors from the Programme area. Organizational, management, communication, and interpersonal skills are required. The candidate shall have the ability to lead the team, plan the work, set clear objectives for the JS operations and offer constructive

feedback on staff work. It is also required from the candidate to work under time pressure and to handle a wide and varied workload.

The candidate is expected to have thorough understanding of cross-border cooperation (preferably in the Poland-Slovakia border region).

Responsibilities and tasks of the Head of the Joint Secretariat

The **Head of JS** ensures that all tasks delegated to the JS within the Programme are compliant with EU regulations, national laws and rules of the Programme, carried out on time and are of high quality.

The head of JS reports to the Managing Authority and the Monitoring Committee on a regular basis.

Main tasks will consist of:

1. Coordinating the JS employment, assessing and motivating the JS staff in the pursuance of the defined objectives;
2. Supporting the Programme authorities, as well as ensuring information flow among the institutions involved in the Programme implementation;
3. Organizing and participating in the Monitoring Committee and working group meetings;
4. Preparing the documents related to the Programme and projects implementation, as well as coordinating the whole process;
5. Planning and implementing the call for applications for co-financing projects (incl. trainings, individual consultations), assessment of applications, as well as project contracting;
6. Supporting beneficiaries in the implementation of projects;
7. Handling the implementation of projects using the CST2021 electronic system and providing support for its users;
8. Conducting material and financial monitoring of the Programme and projects implementation;
9. Managing the Programme's website, organizing information and promotion activities and cooperating with the Regional Contact Points;
10. Representing the Programme at different events, both Programme and external, as well as working meetings.

Profile and qualifications of the Head of the Joint Secretariat

Essential requirements:

1. Higher education - university degree;
2. 5 years of professional experience including 3 years of experience in managing and/or implementation of the programmes/projects financed by the European Union;
3. At least 1 year of experience in managing a team of at least 10 persons;
4. Experience in financial management including preparation of financial plans and financial settlement;
5. Fluency in Polish - C2 level.
6. Fluency in English language (both written and spoken) - minimum C1 level;

Skills, abilities and competencies:

1. Organizational and managerial skills;

2. Ability to build trust in the workplace through effective delegation; facilitate teamwork, provide autonomy, and lead to better decision-making;
3. Self-awareness,
4. Strong conversational skills;
5. Ability to work under time pressure;
6. Ability to identify problems and risks and to propose solutions
7. Analytical and strategic approach;
8. Short-term and long-term planning ability, ability to see the big picture;
9. Creativity, ability to see possibilities and being ahead of the curve;

Additional requirements:

1. Good knowledge of the Programme document and relevant EU legislation;
2. Awareness of the specificity of cross-border programmes;
3. Knowledge of the EU Cohesion Policy and relevant national and regional strategic documents;
4. Knowledge of the social and economic features of the Programme area;
5. Ability to communicate in Slovak language;
6. Knowledge and experience in applying the Polish public procurement rules and procedures;
7. Experience in working in the international environment;
8. Readiness to travel in the programme area and Europe;
9. Driving license (B category).

Terms of employment

The position is based on a full-time contract under Polish law, preceded by a 3-month trial period with possibility to sign a regular contract of employment thereafter. The position is linked with the programming period of the Programme.

Salary

The selected candidate will be offered a competitive remuneration package, determined individually based on the candidate's qualifications, experience, salary range for the position of the Head of JS in accordance with the Polish Regulation of the Minister of Labour and Social Policy dated 30th April 2008, on remuneration conditions and granting other work-related benefits to the employees of selected state budget-financed institutions (Journal of Laws of the Republic of Poland of 2021, item 2100, with later amendments) is between 7000 and 12200 PLN gross.

APPLICATION:

Interested applicants for the above position should submit the following:

1. Curriculum Vitae (CV) in English;
2. A cover letter in English of no more than two pages, briefly describing the suitability and experience of the candidate for the position in relation to the tasks and qualifications relevant to the post.
3. Copies of documents proving education and professional experience.

Please send the following statement with the documents:

I hereby authorize Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str. to process my personal data strictly for recruitment purposes in accordance with the Law on Personal Data Protection of 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection).

Furthermore, I declare that I have been informed that:

- the administrator of my personal data collected on the basis of this consent is Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str.;

- collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion;

- I have the right to access my personal data and request their correction or removal;

- I was informed that my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Development Funds and Regional Policy of the Republic of Poland and the Ministry of Investments, Regional Development and Informatization of the Slovak Republic in Bratislava.

Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered!

At any time, you can withdraw your consent by contacting us at: iod@cpe.gov.pl

Applications in English with the reference number, including all required documents must be submitted by email to the following addresses: rekrutacja@cpe.gov.pl not later than on **22-01-2023**.

Additional information

- Only applications received by the closing date of this vacancy announcement will be eligible for consideration.
- We will contact only selected candidates.
- The interviews with selected candidates (with no possibility of video-conference) will be held in Kraków.
- The selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish).
- The selected candidate will be offered an opportunity to benefit from working in the international and intercultural environment with various partners involved in the implementation of the Programme.
- The Secretariat offers flexible working hours (8 hours/day). The working environment acknowledges performance, teamwork and initiative, accompanied by an open feedback culture. It also provides encouragement for personalized development and training plans and opportunities for occasional get-togethers after working hours.

- The benefits package includes subsidizing the costs for participation in culture or sport activities as well as social benefits for kids and holidays and a partly-covered discount card to different sport objects in the city.
- The Centre of European Projects with registered office in Warsaw, Domaniewska 39A, as the administrator of personal data, informs that personal information contained in your CV, cover letter and other documents required in this job advertisement will be processed solely for the purpose of carrying out the recruitment process. Data submission is voluntary. You have the right to access your personal data and correct them.
- For further questions or information please contact Justyna Byczek, e-mail address: justyna.byczek@cpe.gov.pl

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