



CENTRUM PROJEKTÓW EUROPEJSKICH



Centrum Projektów Europejskich is searching for candidates to join:

### **The Joint Technical Secretariat of the Cross-border Cooperation Programme Interreg V-A**

**Poland – Slovakia 2014-2020**

for the position of:

**Project Officer**

**Reference: CPE-III-4/2016**

Number of vacancies: 1  
Place of work: Kraków, Poland

#### **The Interreg V-A Poland-Slovakia 2014-2020 in a nutshell**

Serving the European's Union objective of "European Territorial Cooperation", the Interreg V-A Poland – Slovakia 2014-2020 is a "Cross Border" Programme under the European Territorial Cooperation Goal, meaning it aims to support the development of the border region between Poland and Slovakia. The Programme has been established to help intensify cross-border cooperation in three main areas in line with Europe 2020 – 1. Preserving and protecting the natural and cultural heritage, 2. Promoting sustainable transport and removing bottlenecks in key network infrastructures and 3. Investing in education, training and vocational training for skills and lifelong learning. To learn more please visit [www.plsk.eu](http://www.plsk.eu).

#### **Working in an international environment – the Joint Technical Secretariat in Krakow, Poland**

Located in Kraków, the historic royal city in the south of Poland, the Joint Technical Secretariat (JTS) is responsible for the day-to-day management of the Programme, assessing submitted project applications and monitoring the implementation of the approved operations. The JTS provides assistance to Polish and Slovak Beneficiaries implementing the joint projects and also promotes the Programme and disseminates information about its results.

#### **Who we are looking for**

The JTS is looking for a reliable, committed and open-minded Project Officer, enthusiastic to work in an international environment and join a small dynamic team in Krakow. The Project Officer will be responsible for assessing projects' proposals and monitoring the portfolio of the Programme projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues, on cooperation with institutions involved in the Programme implementation as well as project assessment and monitoring.

#### **What do we offer**

Starting as soon as possible, the selected candidate after 3 months of probation period will be offered a full-time contract under the Polish law. In the light of the overall living costs in Kraków/Poland, the selected candidate will be offered **a competitive remuneration package**, determined individually based on the candidate's qualifications, experience as well as the costs generated by the fact of living abroad (if applicable). Our dynamic international working environment acknowledges performance, teamwork and initiative. At the same time we encourage skills development through individually planned training and education schemes.

## **I. Exemplary tasks and responsibilities:**

- facilitating projects generation process (e.g. providing assistance to applicants and potential Beneficiaries in search for partners and development of project ideas);
- analysing and assessing projects' applications;
- preparing individual Subsidy Contracts for approved projects;
- acting as a contact person and advisor on all the aspects of the selected projects, providing support and advice to Lead Partners concerning the project implementation;
- verification of progress reports submitted by Lead Partners;
- providing monitoring reports and information on projects and the Programme progress and implementation to the Managing Authority and National Authority;
- preparing input to the annual reports for the European Commission;
- being actively involved in preparation, participation in the Programme conferences, panel discussions, other promotion events;
- maintaining the Programme databases;
- preparation of relevant documents and assisting the MC meetings;
- providing the Programme management support including implementation of decisions made during the MC meetings, drafting minutes, reviewing (including also language support), developing and improving the Programme documents, etc;
- contributing to information and promotion activities (eg. training seminars, workshops).

## **II. Essential qualifications:**

- University degree, preferably in European Studies, Political Studies, International Relations, Law, Economics, Regional Development, Public Administration or related fields;
- at least 2 years of proven professional experience preferably with the administration of Structural Funds and/or EU Programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- knowledge of the Polish regulations of the Structural Funds especially concerning European Territorial Cooperation programmes;
- fluency in Polish (spoken and written );
- fluency in English (spoken and written );
- excellent analytical skills;
- excellent computer skills with respect to MS Office.

## **III. Additional assets:**

- experience in management of projects, preferably in cross-border, transnational and interregional co-operation programmes;
- experience in supervision of infrastructure projects will be considered an additional asset;
- ability to work under pressure and meet tight deadlines;
- ability to offer solutions concerning transnational administrative procedures related to the Programme management, including legal settings, control requirements;
- knowledge of both programme languages (Polish and Slovak) will be considered an additional asset.

## **IV. Required documents:**

1. CV with a candidate's declaration: *I hereby agree that you process my personal data included in my job application due to recruitment process (according to Law on Personal Data Protection of August 29, 1997 – Journal of Laws of the Republic of Poland 2014, item 1182 as amended);*

**We would like to inform you that applications without above statement will not be considered.**

2. A cover letter of no more than two pages, briefly describing the suitability of the candidate in relation to the tasks and qualifications relevant to the post;
3. Copies of documents proving qualifications;
4. Certificates of previous employment;
5. In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in Act on Vocational and Social Rehabilitation and Employment of Disabled Persons dated August 27, 1997.

Applications in English stating the reference number, including all required documents, must be submitted to the Centrum Projektów Europejskich office in Warsaw **by September 9<sup>th</sup> 2016** by post on the following address:

**Centrum Projektów Europejskich  
ul. Domaniewska 39 A  
02-672 Warszawa**

**or by e-mail to: [rekrecja@cpe.gov.pl](mailto:rekrecja@cpe.gov.pl)**

**Additionally, the CV and the cover letter should also be sent by e-mail to:**

**Ms. Katarzyna Surma: [ksurma@plsk.eu](mailto:ksurma@plsk.eu)**

**Mr. Peter Balun: [peter.balun@land.gov.sk](mailto:peter.balun@land.gov.sk)**

Please quote the reference number in the e-mail subject.

#### **Additional information:**

- Incomplete applications as well as applications without the above given reference number and/or the statement on personal data protection will not be considered.
- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- We inform that applications will be also forwarded to the institutions involved in the implementation of the Programme i.e.: Ministerstwo Rozwoju (the Ministry of Development) in Warsaw, and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (the Ministry of Agriculture and Rural Development of the Slovak Republic) in Bratislava.
- The selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish).
- Only selected shortlisted candidates will be contacted.
- The submitted application documents will not be returned.
- For any further information please contact. Ms. Justyna Byczek at the following address:

[Justyna.Byczek@cpe.gov.pl](mailto:Justyna.Byczek@cpe.gov.pl), cc: [ksurma@plsk.eu](mailto:ksurma@plsk.eu).