



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:

Administrator of the local IT system and the SL2014

Reference: JTS PL-SK/3/2017

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.

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 Administrator of the local IT system and the SL2014, enthusiastic to work in an international environment and join a small dynamic team in Krakow. This person will be in charge of Interreg PL-SK IT applications in terms communication with external support services, providing assistance to JTS employees, to applicants, beneficiaries and programme institutions, preparation of reports, training materials and potential development of IT tools.

What 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:

- Communication with the Managing Authority administrator responsible for SL2014, an application used for financial settlement of co-financed projects as well as project & programme monitoring purposes;
- Communication with contractor of LIS (Local information system) – taking care of quality and time performing of technical support; LIS is an online tool consisting of module for creation and submission of application forms, assessment module (all stages of project assessment) and reporting module (custom reports exported in excel format).
- Cooperation on technical support for the Applicants in preparing their applications;
- Performing the function of the administrator of the LIS supporting the submission of applications and their evaluation;
- Preparing cross-cutting material and financial information on the entire Programme based on reports generated from SL2014 and LIS;
- Preparing information related to performed system controls;
- Cooperation on preparation, improvement, updating and proposals for simplification of programme documents and developing manuals, guidelines, instructions, etc. for the Programme in area of IT Tools;
- Cooperation on notifying the MA, the NA and the MC on progress in the Programme implementation, including the preparation of data input to annual reports;
- Preparing information on individual projects using LIS and the SL2014 application;
- Coordination and entering of project data to SL2014;
- Preparation of materials and delivery of trainings for potential Programme Applicants on using the LIS;
- Preparation of materials and delivery of trainings for the Programme Beneficiaries on SL2014;

II. Essential qualifications:

- University degree;
- At least 1 year of proven professional experience with administration of IT tools (application management, database management etc.)
- Knowledge of the Programme document;
- Fluency in Polish or in Slovak (spoken and written);
- Fluency in English (spoken and written);
- Excellent analytical skills;
- Ability to work under pressure and meet tight deadlines;

III. Additional assets:

- project management experience

IV. Required documents:

1. CV with a candidate's declaration: *"I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Law on Personal Data Protection of 29 August 1997 – Journal of Laws of the Republic of Poland of 2014, item 1182 as amended). I agree my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Economic Development in Poland and the Ministry of Agriculture and Rural Development of the Slovak Republic".*

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 education and professional experience.

Applications in English stating the reference number, including all required documents, must be submitted to the Centrum Projektów Europejskich office in Warsaw **by 30th November 2017** 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

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

Ms. Martina Bakoňová: mbakonova@plsk.eu

Mr. Peter Balun: 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.
- The applications of candidates who do not fulfill formal requirements or who are not selected shall be destroyed.
- 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 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.
- 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, cc: mbakonova@plsk.eu.
- 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), 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 2008, No. 82, item 495, with later amendments). This position is co-financed by the European Union through the European Regional Development Fund.