



Centrum Projektów Europejskich is searching for candidates to join:

## **PROJECT OFFICER**

at the Joint Technical Secretariat of the Cross-border Cooperation Programme  
Interreg Poland – Slovakia

Nr ref. PL-SK/2/2021

Place of work: Kraków, Poland

**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.

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.

### **What can we offer?**

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.

#### **Moreover we offer:**

- full-time employment contract under the Polish law after 3 months of probation period;
- opportunity to gain experience and knowledge about European funds;
- contact with institutions related to the implementation of EU-funded programs;
- participation in attractive information and promotion events on the Polish-Slovak borderland;
- subsidies for leisure, sport and recreation;
- competitive salary depending on the qualifications of the employee;
- a friendly team and a nice working atmosphere.

### Key tasks include:

- 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 as well as annexes;
- providing support and advice to Lead Partners concerning project implementation;
- verification of progress reports and change requests submitted by Lead Partners;
- providing information on projects and the Programme progress and implementation to the Managing Authority and National Authority;
- operating the Programme databases;
- developing and improving the Programme documents;
- contributing to information and promotion activities (e.g. training seminars, workshops).

### 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.

### Essential qualifications:

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Economics, Regional Development, Public Administration or related fields;
- knowledge of the Programme document;
- knowledge of the EU regulations of the Structural Funds, especially concerning European Territorial Cooperation Programmes;
- fluency in Slovak (spoken and written);
- fluency in English (spoken and written);
- excellent analytical skills;
- ability to work under pressure and meet tight deadlines;
- excellent computer skills with respect to MS Office.

### What will be your additional asset?

- experience in management of projects, preferably in cross-border, transnational and interregional co-operation Programmes;
- 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);
- experience in supervision of infrastructure projects; ability to offer solutions concerning transnational administrative procedures related to the Programme management, including legal settings, control requirements;
- knowledge of Polish;
- driving license B.

### How to apply?

- Please, send your **CV in English** (with reference number PL-SK/2/2021) **by email till 21.11.2021**, to the following email address: [rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl)
- 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 in Poland and Ministerstvo investícií, regionálneho rozvoja a informatizácie Slovenskej republiky (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](mailto:iod@cpe.gov.pl)

#### **Additional information**

- your CV may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Development Funds and Regional Policy in Poland and Ministerstvo investícií, regionálneho rozvoja a informatizácie Slovenskej republiky (the Ministry of Investments, Regional Development and Informatization of the Slovak Republic) in Bratislava.
- only applications received by the closing date indicated for this vacancy announcement will be taken into account;
- only selected shortlisted candidates will be contacted;
- the personal interviews combined with a short test (with possibility of video-conference) will be held in November in Krakow. The selected candidate is expected to take the duty as soon as possible, preferably from the 01/01/2022;
- the selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish);
- 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);
- the submitted application documents will not be returned;
- for any further questions on the recruitment process and working conditions, please consult the attached additional information or contact us at: [rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl)
- this position is co-financed by the European Union through the European Regional Development Fund.