

Interreg V-A Poland-Slovakia Programme 2014-2020

NEW CALL IS OPEN

Until 21 November 2017

Head of JTS recruitment in the Joint Technical Secretariat in Kraków/Poland

Nr ref.: JTS-SK/5/2017

Background:

The Interreg V-A Poland-Slovakia Programme 2014-2020 addresses the most important cross-border challenges which are linked to the implementation of the Europe 2020 strategy in the Polish-Slovak border region. It supports effective and sustainable use of natural and cultural heritage, the development of transport infrastructure to improve cross-border accessibility and provide easier access to TEN-T networks, as well as cross-border education, in particular at the post-primary level, and the development of lifelong learning opportunities.

On behalf of the Managing Authority (Ministry of Economic Development of Poland) of the Poland-Slovakia Programme and the National Authority (Ministry of Agriculture and Rural Development of the Slovak Republic), the Centre of European Projects (host of the Joint Technical Secretariat (JTS) is looking for a candidate for a **Head of JTS** located in **Kraków, Poland**.

The JTS is responsible for the day-to-day programme implementation, provides potential applicants from regions from both countries with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS assists the Managing Authority (MA), the National Authority, the Monitoring Committee and other authorities and stakeholders in carrying out their respective duties. The JTS consists of international staff and the working language is English.

An ideal candidate is an enthusiastic, open-minded person interested to work in the international environment and to cooperate with different actors from the Programme area. Organizational, management, communication, and interpersonal skills as well as strong orientation to good quality of service and keeping the deadlines are required. The candidate shall have the ability to lead the team, plan the work, set clear objectives for the Secretariat 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) and of the regional development issues.

Responsibilities and tasks of the Head of the Joint Technical Secretariat

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

The head of JTS is reporting to the Managing Authority and the Monitoring Committee on a regular basis.

Main tasks will consist of:

1. Coordination of tasks implemented by the JTS and organisation of its day-to-day work;
2. Coordination of the JTS employment, assessment of the JTS staff work and motivation of the JTS staff in the pursuance of the defined objectives;
3. Support for Programme management and implementation structures (Managing Authority, National Authority, Monitoring Committee, Certifying Authority, Audit Authority, First Level Controllers, Regional Contact Points); organising preparations before Monitoring Committee meetings;
4. Coordination of preparation and preparation of the documents related to the Programme and projects implementation, as well as Minutes of the Monitoring Committee and working group meetings, including translations into the two languages used by the programme;
5. Cooperation with Programme stakeholders on EU, national, regional and local level in all countries involved in the Programme;
6. Planning and implementation of the application and project assessment processes (incl. trainings, individual consultations), assessment of projects;
7. Maintenance and further development of electronic system used for application and assessment processes;
8. Coordination of preparation, preparation and approval of Grant Contracts;
9. Monitoring the implementation and reporting of funded projects, approval of projects' progress reports before sending to the MA;
10. Preparation and implementation of Programme Communication Strategy;
11. Ensuring the efficient and rapid information flow among the institutions involved in the Programme implementation;
12. Reporting on the Programme implementation, preparation of annual reports;
13. Coordination and supervising of activities of the Regional Contact Points;
14. Representation of the Programme at different Programme and external events and working meetings;
15. Other tasks defined by the Managing Authority related to the implementation of the Programme.

Profile and qualifications of the Head of the Joint Technical Secretariat

Essential requirements:

1. Higher education - university degree;
2. 3 years of professional experience, including at least 1 year of experience in managing a team;
3. At least 3 years of experience in managing and/or implementation of the programmes/projects financed by the European Union (*preferable: European Territorial Cooperation - INTERREG*);

4. Experience in financial management including preparation of financial plans and financial settlement;
5. Fluency in English language (both written and spoken); minimum C1 level.
6. Fluency in Polish language (both written and spoken); minimum C2 level.

Skills, abilities and competencies:

1. Organizational and managerial skills;
2. Ability to delegate work and to supervise staff;
3. Team leader;
4. Negotiation and communication skills;
5. Ability to cope with stress situations;
6. Ability to identify problems and risks and to propose solutions and simplifications in transnational administrative procedures related to project and programme management;
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;
10. Readiness to travel in the programme area and Europe;
11. Driving license.

Desirable qualifications:

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. In-depth knowledge of the social and economic features of the Programme area;
5. Knowledge and experience in applying the Polish public procurement rules and procedures;
6. Experience in working in the international environment;
7. Knowledge of the second language of the Programme area.

Terms of employment

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

The head of JTS operates under the supervision of the Managing Authority (Ministry of Economic Development of Poland). Centre of European Projects in Warsaw (the budgetary state unit of the Ministry of Economic Development of Poland) acts as host organization/employer.

Salary

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).

APPLICATION:

Interested applicants for the above position should submit the following:

1. Curriculum Vitae (CV) in English with the following declaration signed by the candidate: *"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".*

Please note that applications without above statement will not be considered.

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.

Applications in English with the reference number, including all required documents must be submitted by email to the following addresses: rekrutacja@cpe.gov.pl; peter.balun@land.gov.sk not later than on **21 November 2017**.

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 will be held on 4 December 2017 in Kraków or Warsaw.

We do not return the received job applications to the candidates.

The applications of candidates who do not fulfill formal requirements or who are not selected shall be destroyed.

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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