



PROGRAMME MANAGER

JOINT TECHNICAL SECRETARIAT OF THE HUNGARY- SLOVAKIA CROSS BORDER CO-OPERATION PROGRAMME 2007-2013 – BUDAPEST OFFICE

The Joint Technical Secretariat of the Hungary – Slovakia Cross Border Cooperation Programme 2007-2013, established within VÁTI Non-profit PIC. is increasing and searching full time Programme Managers in its Budapest Office (Hungary).

Background

Hungary – Slovakia Cross Border Cooperation Programme 2007-2013 promotes cross border cooperation and territorial development. The priorities of the programme include the integrated development of the economy and the society in the programme area and the improvement of the physical conditions of cross-border co-operation, primarily in the fields of transport and communication, as well as interventions to improve the natural environment. The ERDF budget of the programme makes up to approx. 176,5 million euro for the period of 2007-2013.

The Joint Technical Secretariat (JTS) works in close co-operation with the Managing Authority while being independent from the national administrative structures. The Joint Technical Secretariat assists the Managing Authority, the Joint Monitoring Committee and the Audit Authority and the Certifying Authority in carrying out their respective duties. The duties of the JTS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection. More specifically, this includes the conclusion of Annual Reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion the project generation activities and participation in the project selection process; support the Regional Info Points in Košice and Nitra in its activities; the management of the joint partner search database and the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring Committee including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

The Joint Technical Secretariat is established within VÁTI Non-profit Kft. in Budapest.

In order to have a broader view on the programme and the tasks of the JTS please check out the Operational Programme, as well as other program related documents on the official web-site of the programme: www.husk-cbc.eu.

General job description

The Programme Manager under the supervision of the Head of JTS and according to the principles and decisions of the programme partners is responsible for the preparation of calls for proposals, assessment of project proposals and for the monitoring and control of the

progress reports describing the implementation of the approved projects. S/he is also the contact to applicants and project partners for providing advice on administrative and content related requirements.

Tasks and responsibilities

- coordinating the preparation of calls for proposals;
- providing support and advice to HU-SK CBP project applicants during the application phase;
- coordinating and participating in the project selection and evaluation procedure;
- assisting project partners throughout project implementation;
- collecting and reviewing progress reports;
- preparing documents and materials for decisions of the Joint Monitoring Committee and the Task Force;
- organizing and participating at project seminars, conferences and other events;
- contributing to the development and implementation of the programme's communication strategy;
- preparing statistics and monitoring figures at programme level for the Joint Monitoring Committee, the Task Force, the Managing and National Authorities, the European Commission, and assisting the organisation of their meetings; preparing minutes;
- preparing thematic reports on progress of projects and reporting to programme actors on financial progress of the projects;
- preparation of reports to the programme actors on the implementation of the programme
- performing other relevant duties deriving from the management of the programme.

Employment criteria

- Relevant university or college degree (regional development, spatial planning, public administration, economics, law or other);
- Minimum 3 years demonstrated experience in EU project or programme management (preferably Structural Funds, INTERREG, Pre-Accession Funds);
- Fluent in spoken and written English, as well as in Slovakian and/or Hungarian;
- Excellent computer literacy;
- Ambition to work in an international environment with different administrative traditions;
- Willingness to travel;
- Availability to work overtime when necessary;
- Good advisory, presentation and drafting skills;
- Analytical, creative and problem-solving;
- Attention to detail and accuracy;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines.

Assets

- Good understanding and knowledge of the programme area;
- Knowledge of cross-border co-operation;

Terms of employment

The positions are based on a full-time contract under Hungarian law. The contract is foreseen until the end of the programme period.

Salary

The competitive salary will be related to qualifications, experience and the eventual costs associated with living abroad.

Location

Budapest, Hungary.

Application procedure

Interested applicants are requested to submit

- an EU format resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (scanned version).

The final deadline for submitting applications is the 25th of June 2013.

The candidate should send his/her CV and motivation letter *in electronic format* to the following email addresses until the final deadline:

allas4@vati.hu

cc: gabor.jenei@nfu.gov.hu

iveta.namerova@build.gov.sk

Please indicate “Application for the HU-SK Programme manager position” in the subject!

The application package will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview in English. Only those applications received by the closing date to this vacancy announcement will be eligible for consideration.