

## Vacancy announcement for the Hungary-Slovakia-Romania-Ukraine ENI CBC Programme Joint Technical Secretariat

### Programme Manager position

The objective of the Hungary-Slovakia-Romania-Ukraine ENI CBC Programme is to develop and realise cross-border cooperation projects in the specified programme area. In order to achieve its goals the Programme sets up a professional and effective JTS with international staff covering the programme area. Currently the Programme is seeking for an additional educated and experienced professional for the position of Programme Manager.

The **Joint Technical Secretariat (JTS)** is responsible for the day-to-day programme management, supplies potential applicants with information, provides advice during the application process and following the project activities until the project closure. The JTS assists the Joint Monitoring Committee and the Managing Authority in carrying out their respective duties. The JTS is established within Széchenyi Programme Office Non-profit Llc. in Budapest. The **duties of the JTS** include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity activities, project development and selection. More specifically, this includes the conclusion of reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion of the project generation activities and participation in the project selection process; the management of the joint partner search database and the updating of the programme's website; 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.

In order to have a broader view on the Programme and the tasks of the JTS please check out the website of the Programme at <https://huskroua-cbc.eu>

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### **POSITION: PROGRAMME MANAGER OF HU-SK-RO-UA JOINT TECHNICAL SECRETARIAT**

#### ***Responsibilities of the Programme Manager of JTS***

The **Programme Manager** 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. He/She is also the contact to applicants and project beneficiaries for providing advice on administrative and content related requirements.

#### ***Tasks***

- to contribute to the preparation of calls for proposals (in cooperation with the Joint Monitoring Committee);
- to provide information to HU-SK-RO-UA CBC project candidates during the application phase on composition of appropriate partnerships, co-operation, financial and budgetary issues;
- to participate in the project selection procedure, participating in the assessment of applications;
- to act as advisor for the selected projects and lead beneficiaries;

#### **Joint Technical Secretariat (JTS)**

- to collect and review progress reports submitted by all projects, and to advise project beneficiaries if progress is not on schedule or activities change;
- to prepare decisions of the Joint Monitoring Committee regarding special requests from projects;
- to participate and contribute to project seminars and conferences as appropriate;
- to be actively involved in the implementation of other Programme support activities like partner-search events or forums and information dissemination events;
- to contribute to the programme website, leaflets, brochures and other publications;
- to prepare statistics and monitor figures at programme level for the Joint Monitoring Committee, the European Commission, and to assist the implementation of their meetings;
- to prepare thematic reports on progress projects achieved;
- to perform other relevant duties deriving from the management of the Programme.

### ***Employment criteria***

- **Relevant higher education degree (regional development, spatial planning, public administration, economics, law or other);**
- **At least 2 years of experience in one of the priorities of the HU-SK-RO-UA ENPI CBC Programme or at least 2 years of experience in EU funded programme management (preferably ENPI or Structural Funds, Pre-Accession Funds, INTERREG, Phare CBC);**
- **Fluent in spoken and written in English and in one language of the Programme area (more is an advantage);**

### ***Assets***

- good understanding and knowledge of the programme area, in particular the Partner country;
- fluent in spoken and written in Hungarian;
- deep knowledge of the specificities of grants implementation in the territory of the Programme;
- knowledge of the Hungarian, Slovak, Romanian and Ukrainian national legislation;
- knowledge of cross-border cooperation;
- experience in and ambition to work in an international environment with different administrative traditions;
- able to propose solutions for administrative procedures related to project management;
- excellent computer skills: MS Office including Excel, Word and PowerPoint;
- analytical, creative and problem-solving thinking;
- negotiation skills;
- self-confidence;
- attention to detail and accuracy;
- organising ability;
- willingness to travel.

### ***Terms of employment***

The position is based on a full-time contract under Hungarian law and is for a **definite period**, until December 2019 but it may be prolonged. It is envisaged to contract additional staff for new positions throughout the programming period.

### **Salaries**

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

### **Location**

Budapest, Hungary.

### **Application procedure**

The deadline for applications is **13 July 2018**.

Interested applicants should submit

- a resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (copy only)

These documents will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview. The application should be submitted by registered mail or courier service directly to the following address:

**Joint Technical Secretariat  
HU-SK-RO-UA ENI CBC Programme  
Széchenyi Programme Office Nonprofit Llc.  
H-1053, Budapest, Szép street 2, III floor**

### **Please declare on the envelope:**

Application for the HU-SK-RO-UA JTS Programme Manager position

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

[szpiallas@szpi.hu](mailto:szpiallas@szpi.hu)

[dora.horvath@me.gov.hu](mailto:dora.horvath@me.gov.hu)

[szakacs.aron@huskroua-cbc.eu](mailto:szakacs.aron@huskroua-cbc.eu)

**Only those applications submitted by the closing date to this vacancy announcement will be eligible for consideration.**