

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

Office 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 Office 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>

POSITION: OFFICE MANAGER OF THE HU-SK-RO-UA JOINT TECHNICAL SECRETARIAT

Responsibilities of the Office Manager of the JTS

The **Office Manager** is responsible for the smooth working conditions within the JTS being responsible for the general administration of its day-to-day operation, assisting the head and the staff of the JTS, and is providing all internal and external secretarial services to the members of the staff. Besides secretarial duties Office Manager takes part in specific administrative programme management tasks.

Tasks

- to carry out general office work (internal and external communication, mailing);
- to handle daily mail, courier services and special postal services;
- to make liaison between the JTS and the hosting organisation's back-office;
- to prepare and handle contracts with service providers, consultants and contractors;
- to handle travel arrangements for staff members;

Joint Technical Secretariat (JTS)

- to assist in programme and project communication activities (organisation of events, up-dating the web-page of the Programme, etc.);
- to prepare minutes of meetings; and assist the implementation of the meetings;
- to contribute to project seminars and conferences as appropriate;
- to be actively involved in the implementation of other Programme support activities;
- to contribute to the programme website, leaflets, brochures and other publications;
- to prepare presentations, statistics and monitor figures at programme level;
- to perform other relevant duties deriving from the coordination of the Programme.

Employment criteria

- **Qualification or proved professional experience in administrative and/or organisational matters;**
- **Fluent in spoken and written in English and in one language of the Programme area (more is an advantage);**
- **Excellent computer skills: MS Office including Excel, Word, PowerPoint and Internet.**

Assets

- university or college degree in the any of the following fields: communication, regional development, spatial planning, public administration, economics, law, etc;
- good understanding and knowledge of the programme area;
- experience and knowledge of the specificities of grant's implementation of Structural Funds, Cohesion Fund and international project management (knowledge of grant's implementation is an additional asset);
- knowledge of cross-border cooperation;
- experience in and ambition to work in an international environment with different administrative traditions;
- communication and networking skills;
- analytical, creative and problem-solving thinking;
- self-confidence;
- attention to detail and accuracy;
- organising ability;

Terms of employment

The position is based on a full-time contract under Hungarian law and is for an **indefinite period**. 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 **17th of February, 2020**.

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 e-mail to the following address: Call@huskroua-cbc.eu

Please indicate in the subject of the e-mail and the name of the candidate:

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

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

szpiallas@szpi.hu

Balazs.Zam@mfa.gov.hu

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