



Centrum Projektów Europejskich is searching for a candidate to join:

**The Joint Technical Secretariat of the Cross-border Cooperation Programme**

**Poland – Slovak Republic 2007-2013**

for the position of:

**Financial Officer**

**Nr ref. CPE-III-2/2014**

Number of vacancies: 1  
Place of work: Krakow, Republic of Poland

**The Poland-Slovak Republic Programme in a nutshell**

Serving the European's Union objective of "European Territorial Cooperation", the Poland- Slovak Republic Programme has been established to help intensify Polish-Slovak co-operation based on the partnership in the interest of the sustainable development of border region. Following the Programme motto "Partnership for joint development" 107 cross-border cooperation projects and 685 microprojects have been approved for funding since 2008, bringing together around 1850 partners from both sides of the Polish-Slovak border. They have joint forces to develop cross-border communication and transport infrastructure, protect the environment, unlock the potential of the region in the field of tourism and culture, as well as to strengthen the cross-border cooperation, also through local community initiatives. To learn more please visit [www.plsk.eu](http://www.plsk.eu).

**Working in an international environment – the Joint Technical Secretariat in Krakow, Poland**

Located in Krakow, 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.

**Who we are looking for**

The JTS is looking for a reliable, committed and open-minded Financial Officer, enthusiastic to work in an international environment and join a small dynamic team in Krakow. The Financial Officer will be responsible for the financial monitoring of the PL-SK Programme and its projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues to the applicants and Beneficiaries as well as coordinating the financial issues on the Programme level.

**What do we offer**

Starting as soon as possible, the selected candidate after 3 months of probation period will be offered a full-time contract under the Polish law until 31 December 2015 – subject to conditions. As the programming process for the Poland-Slovak Republic Programme 2014-2020 is ongoing it may lead to employment opportunities beyond the indicated termination date. In the light of the overall living costs in Krakow/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). 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.

### **I. Exemplary tasks and responsibilities:**

- being responsible for financial management of the Programme;
- analysing and assessing project applications;
- collecting and reviewing financial data submitted by the Project Partners;
- managing major budget reallocations in the projects;
- reporting on financial progress of the projects to allow financial monitoring at the Programme level;
- acting as a contact person and advisor on financial aspects of the projects co-financed by the ERDF and implemented within the Programme;
- providing support and advice to the Lead Beneficiaries on the contract implementation, eligibility of expenditure and financial reporting;
- monitoring and advising the Lead Beneficiaries when and if the financial progress and monitoring is off-schedule, when and if budget reallocations become necessary, when and if financial and economic analyses need to be corrected or updated, or when and if any other financial problems require solutions;
- preparing individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting project results;
- assisting the technical implementation of the Programme;
- preparing input to the annual implementation report;
- assisting the Monitoring Committee meetings;
- providing Programme management support including implementation of decisions made during the MC meetings, drafting minutes, preparing Programme documents, etc;
- maintaining the Programme financial database;
- participating and contributing to information and promotion activities (eg. training seminars, workshops, partner search forums).

### **II. Essential qualifications:**

- university degree, preferably in Finance, Economics, Mathematics, Statistics or related fields;
- and at least 3 years of professional experience;
- at least 2 years of experience with the financial administration of Structural Funds and/or EU Programme/ or international programmes implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- fluency in Slovak or Polish (both written and spoken);
- fluency in English (both written and spoken);
- excellent computer skills with respect to MS Office.

### **III. Additional assets:**

- experience in financial management, budgeting, verification of payment claims of Structural Funds and/or EU programmes, preferably in cross-border, transnational or interregional European Territorial Cooperation programmes;

- advanced knowledge of financial and economic analysis related issues;
- knowledge of state aid related issues;
- excellent analytical skills;
- ability to work under stress;
- ability to offer solutions concerning cross-border administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- knowledge of the Slovak/Polish national regulations on the structural funds;
- knowledge of both programme languages (Slovak/Polish) will be considered as an additional asset.

#### **IV. Required documents:**

1. CV with a candidate's declaration: *I hereby agree that you process my personal data included in my job application due to recruitment process (according to Law on Personal Data Protection of August 29, 1997 – Journal of Laws of the Republic of Poland No.133, item 883);*

**We would like to inform that applications without above statement will not be considered.**

2. A cover letter of no more than two pages, briefly describing the suitability of the candidate in relation to the tasks and qualifications relevant to the post;
3. Copies of documents proving qualifications;
4. Certificates of previous employment;
5. In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in Act on Vocational and Social Rehabilitation and Employment of Disabled Persons dated August 27, 1997.

Additionally, the Candidates may voluntarily consent to the procession of their personal data by institutions involved in the implementation of the Programme by sending the additional signed statement stating the following:

*"I hereby agree for my personal data contained in my job application to be processed by institutions involved in the implementation of the Programme i.e.: Ministerstwo Infrastruktury i Rozwoju (the Ministry of Infrastructure and Development) in Warsaw, Poland and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (Ministry of Agriculture and Rural Development of the Slovak Republic) ."*

Applications in English stating the reference number, including all required documents, must be submitted to the Centrum Projektów Europejskich office in Warsaw or send **by 30th September 2014** by post on the following address:

**Centrum Projektów Europejskich  
ul. Domaniewska 39 A  
02-672 Warszawa**

**and by e-mail to: [rekrecja@cpe.gov.pl](mailto:rekrecja@cpe.gov.pl)**

**Additionally, the CV and the cover letter should also be sent by e-mail to:**

**Mr Grzegorz Gołda: [ggołda@plsk.eu](mailto:ggołda@plsk.eu),**

**Ms. Elena Molnarova : [elena.molnarova@land.gov.sk](mailto:elena.molnarova@land.gov.sk)**

Please quote the reference number in the e-mail subject.

#### **Additional information:**

**Type of the contract: after 3 months of probation period a full-time employment contract until end of 2015 (subject to conditions) under the Polish law.**

**The process of preparing a Cross-border Cooperation Programme Poland – Slovak Republic 2014-2020 is ongoing and may lead to employment opportunities also after this time.**

**The applications without the reference number will not be considered.**

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

**The interviews will be held in Bratislava, the Slovak Republic or in the JTS premises in Krakow, Poland.**

For any further information please contact. Ms. Justyna Byczek at the following address:  
[Justyna.Byczek@cpe.gov.pl](mailto:Justyna.Byczek@cpe.gov.pl), cc: [ggolda@plsk.eu](mailto:ggolda@plsk.eu).

We will contact only selected candidates.

We don't return application documents.

The applications which don't fulfill formal requirements will be disposed of.