



### Temporary replacement job offer

Centrum Projektów Europejskich is searching for a candidate to join:

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

#### **Poland – Slovak Republic**

for the position of:

#### **Project Officer**

**Nr ref. CPE-III-2/2015**

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" 110 cross-border cooperation projects and over 700 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. And there will be more...In the forthcoming years 2014-2020 there will be a follow up.....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 person to support a small, dynamic team as the temporary job replacement of Project Officer.

The Project Officer is responsible for monitoring the portfolio of PL-SK Programme projects. The Officer is in charge of providing advice and information on implementation, reporting and budgetary issues, as well as project assessment and monitoring.

#### **What do we offer**

Starting as soon as possible, the selected candidate will be offered a temporary replacement contract under the Polish law, lasting until December 31<sup>st</sup>, 2015. **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:**

- facilitating projects generation process (e.g. providing assistance to applicants and potential Beneficiaries in search for partners and development of project ideas) ;
- providing technical support during the project application phase;
- analysing and assessing project applications, preparing the list of projects (with recommendations for approval), and then, the respective decisions of the Monitoring Committee (MC);
- preparing individual Subsidy Contracts for approved projects;
- acting as a contact person and advisor on all the aspects of the selected projects, providing support and advice to Lead Partners concerning the contract implementation;
- providing support and advice to Lead Partners when and if the project progress and monitoring is off-schedule, when and if budget reallocations become necessary, or when and if any other problem requires solution;
- collecting and reviewing progress reports submitted by Lead Partners;
- providing monitoring reports and information on projects and Programme progress and implementation to the Managing Authority;
- analysing, capitalising and promoting project results;
- assisting the technical implementation of the Programme;
- preparing input to the annual reports for the European Commission;
- being actively involved in the implementation of other Programme support activities such as quality forums, participating and contributing to project seminars and conferences;
- maintaining the Programme databases.
- assisting the MC meetings;
- providing Programme management support including implementation of decisions made during the MC meetings, drafting minutes, reviewing, developing and improving Programme documents, etc;
- participating and contributing to information and promotion activities (eg. training seminars, workshops, partner search forums).

**II. Essential qualifications:**

- University degree, preferably Economics, Regional Development, Engineering or related fields;
- at least 3 years of proven professional experience preferably with the administration of Structural Funds and/or EU Programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- knowledge of the Polish regulations on the Structural Funds;
- fluency in Polish (both spoken and written );
- fluency in English (both spoken and written );
- excellent computer skills with respect to MS Office.

### III. Additional assets:

- excellent analytical skills;
- experience in management of projects, preferably in cross-border, transnational and interregional co-operation programmes;
- experience in supervision of infrastructure projects will be considered an additional asset;
- ability to work under stress;
- ability to offer solutions concerning transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- knowledge of the Slovak language will be considered 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 February 17<sup>th</sup>, 2015** by post on the following address:

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

**and by e-mail to: [rekrutacja@cpe.gov.pl](mailto:rekrutacja@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: a temporary replacement contract under the Polish law, lasting until the end of 2015.**

**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.