



CENTRUM PROJEKTÓW EUROPEJSKICH



Centrum Projektów Europejskich is searching for candidates to join:

**The Joint Technical Secretariat (JTS)
of the Cross-border Cooperation Programme Interreg V-A**

Poland – Slovakia 2014-2020

for the position of:

Administrator officer

Reference: JTS PL-SK/2/2018

Number of vacancies: 1
Place of work: Kraków, Poland

The Interreg V-A Poland-Slovakia 2014-2020 in a nutshell

Serving the European's Union objective of "European Territorial Cooperation", the Interreg V-A Poland – Slovakia 2014-2020 is a "Cross Border" Programme under the European Territorial Cooperation Goal, meaning it aims to support the development of the border region between Poland and Slovakia. The Programme has been established to help intensify cross-border cooperation in three main areas in line with Europe 2020 – 1. Preserving and protecting the natural and cultural heritage, 2. Promoting sustainable transport and removing bottlenecks in key network infrastructures and 3. Investing in education, training and vocational training for skills and lifelong learning. To learn more please visit www.plsk.eu.

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

Located in Kraków, 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 Administrator officer, enthusiastic to work in an international environment and join a small dynamic team in Krakow.

The Administrator officer will be responsible for management of JTS office, for processing public procurements, for management of information flow, incoming and outgoing correspondence, for communication with beneficiaries and being first contact with them, to provide support for JTS colleagues in CPE rules, for organisation of events planned by the JTS and for help with reimbursement of invoices and business trips.

What 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. In the light of the overall living costs in Kraków/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:

- Daily administrative and organizational coordination of the JTS, including namely:
 - a) purchasing of stationary and contracting external services;
 - b) preparing internal documents, notes, reports;
 - d) archiving JTS documents and maintaining administrative records of JTS assets;
 - e) registering correspondence including project applications;
 - f) organizing meetings internal and with the Programme stakeholders;
 - g) contacting Programme applicants/beneficiaries as regards offering basic information on the Programme and referring to relevant JTS officers;
 - h) participating in seminars and conferences on issues related to JTS activities;
 - i) day to day running of the office including reception area, meeting and greeting visitors and carrying out general administration duties.

- Basic HR related duties, including namely:
 - a) keeping time records of the JTS personnel;
 - b) organizing duty trips and accommodation as well as settling duty trips of JTS personnel.

- Basic financial duties, including namely:
 - a) preparing budget requests and participating in planning of the JTS annual budget;
 - b) preparing JTS monthly, quarterly and annual budget follow ups;
 - c) preparing public procurement documents, in line with the Polish public procurement law.

II. Essential qualifications:

- University degree, preferably in European Studies, Political Studies, International Relations, Law, Economics, Regional Development, Public Administration or related fields;
- fluency in Polish (spoken and written);
- knowledge of English (spoken and written);
- ability to work independently and to propose solutions;
- excellent analytical skills;
- ability to work under pressure and meet tight deadlines;
- excellent computer skills with respect to MS Office.

III. Additional assets:

- knowledge of Slovak language (spoken and written);
- experience in management of projects, preferably in cross-border, transnational and interregional co-operation programmes;
- knowledge of transnational administrative procedures related to the Programme management, including legal settings, control requirements.

IV. Required documents:

1. CV.
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 education and professional experience.

Applications in English stating the reference number, including all required documents, must be submitted to the Centrum Projektów Europejskich office in Warsaw **by 21th May 2018** by post on the following address:

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

or by e-mail to: rekrutacja@cpe.gov.pl

Please send the following statement with the documents:

*I hereby authorize Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str. to process my personal data strictly for recruitment purposes in accordance with the Law on Personal Data Protection of 29 August 1997 – Journal of Laws of the Republic of Poland of 2016, item 922 and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection).
I agree”.*

Furthermore, I declare that I have been informed that:

- the administrator of my personal data collected on the basis of this consent is Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str.;*
- collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion;*
- I have the right to access my personal data and request their correction or removal;*
- I was informed that my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Economic Development in Poland and the Ministry of Agriculture and Rural Development of the Slovak Republic.*

Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered!

Additional information:

- We would like to inform that institutions involved in the implementation of the Programme i.e.: Ministerstwo Inwestycji i Rozwoju (the Ministry of Investment and Economic Development) in Warsaw, and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (the Ministry of Agriculture and Rural Development of the Slovak Republic) in Bratislava are also involved in the recruitment process.
- Please be informed that the interviews for this position are planned to be scheduled for 28-30 May 2018 in Kraków.
- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- The selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish).
- Only selected shortlisted candidates will be contacted.
- The submitted application documents will not be returned.
- In the light of the overall living costs in Kraków/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), in accordance with the Polish Regulation of the Minister of Labour and Social Policy dated 30th April 2008, on remuneration conditions and granting other work-related benefits to the employees of selected state budget-financed institutions (Journal of Laws of the Republic of Poland of 2008, No. 82, item 495, with later amendments).
- For any further information please contact. Ms. Justyna Byczek at the following address:
Justyna.Byczek@cpe.gov.pl, cc: dwieczorek@plsk.eu.

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