

Centrum Projektów Europejskich is searching for candidates to join:

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

**Poland – Slovak Republic 2014-2020**

for the position of:

**Project Officer**

**Reference: JTS PL-SK/4/2018**

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

**The Interreg V-A Poland-Slovak Republic 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](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 Project Officer, enthusiastic to work in an international environment and join a small dynamic team in Krakow. The Project Officer will be responsible for assessing projects' proposals and monitoring the portfolio of projects financed in the framework of the Programme. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues, cooperation with institutions involved in the Programme implementation as well as project assessment and monitoring.

**What do we offer**

Starting as soon as possible, the selected candidate after 3 months of probation period will be offered a contract under the Polish law. 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);
- analysing and assessing projects' applications;
- 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 project implementation;
- verification of progress reports submitted by Lead Partners;
- verification of the project budget modifications and requests for payments;
- providing monitoring reports and information on projects and the Programme progress and implementation to the Managing Authority and National Authority;
- preparing input to the annual reports for the European Commission;
- being actively involved in preparation, participation in the Programme conferences, panel discussions, other promotion events;
- maintaining the Programme databases;
- preparation of relevant documents and assisting the MC meetings;
- providing the Programme management support including implementation of decisions made during the MC meetings, drafting minutes, reviewing (including also language support), developing and improving the Programme documents, etc;
- participating and contributing to information and promotion activities (eg. training seminars, workshops).

## **II. Essential qualifications:**

- University degree, preferably in European Studies, Political Studies, International Relations, Law, Economics, Regional Development, Public Administration or related fields;
- ca.2 years of professional experience;
- fluency in Polish (both spoken and written );
- good knowledge of English (both spoken and written );
- excellent analytical skills;
- excellent computer skills with respect to MS Office.

## **III. Additional assets:**

- experience in management of projects, preferably in cross-border, transnational and interregional co-operation programmes;
- experience in supervision of infrastructure projects;
- ability to work under pressure and meet tight deadlines;
- ability to offer solutions concerning transnational administrative procedures related to the Programme management, including legal settings, control requirements;
- knowledge of Slovak.

#### 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 4<sup>th</sup> June 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](mailto: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 18-20 June 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: dominika.wieczorek@cpe.gov.pl.

This position is co-financed by the European Union through the European Regional Development Fund.