



**PL-BY-UA
2014-2020**



CENTRUM PROJEKTÓW EUROPEJSKICH

VACANCY ANNOUNCEMENT, REF. PBU/1/2019

FOR THE POSITION OF:

HEAD OF THE JOINT TECHNICAL SECRETARIAT

STARTING DATE: AS SOON AS POSSIBLE

NUMBER OF POSITIONS: 1

AT THE JOINT TECHNICAL SECRETARIAT
OF THE ENI CROSS-BORDER COOPERATION PROGRAMME
POLAND-BELARUS-UKRAINE 2014-2020
IN WARSAW, POLAND

The Programme

The Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 is one of two ENI CBC Programmes managed by the Polish Ministry of Investment and Economic Development (acting as Managing Authority). It provides opportunity to utilise full social and economic potential of the 14 border regions: Hrodna, Brest, Minsk, Gomel Oblasts (Belarus), Volyn, Lviv, Zakarpattia, Rivne, Ivano-Frankivsk and Ternopil Oblasts (Ukraine) and Podlaskie, Mazowieckie, Lubelskie, Podkarpackie Voivodeships (Poland). The objectives are being realised through non-commercial projects implemented within three priorities.

The Joint Technical Secretariat has been established by the Managing Authority in order to ensure the daily management of the Programme. The team of the Secretariat assists the decision-making bodies of the Programme and other regional stakeholders. As such, it provides all of the necessary materials, documents, expert opinions and other contribution for meetings of the Programme managing structures.

At the same time, the Joint Technical Secretariat is acting as the first point of contact for the project implementers. Therefore it provides advice to project beneficiaries, verifies the changes proposed by lead beneficiaries in their projects (both major and minor), monitors the progress of running operations, receives and verifies the requests for payments and reports submitted by the beneficiaries, carries out on the spot checks.

Additionally, the Secretariat responsible for the implementation of the various dissemination activities in the framework of the information and communication plan of the Programme, such as annual conferences, capacity building workshops and trainings for beneficiaries, running the Programme website in all languages.

The Joint Technical Secretariat is hosted by the Center of European Projects, a Polish state-budget unit established by the Minister of Investment and Economic Development of Poland for the purpose of supporting the implementation of European programmes: www.cpe.gov.pl.

The official Programme language is English.

Purpose of the position

The Programme is looking for a reliable and committed candidate for the Head of the Joint Technical Secretariat to join a dynamic team in an international environment. The chosen candidate will be responsible for the following areas:

1. Coordinating and supervising the daily tasks performed by the international team of the JTS, composed of Programme Unit, two Project Units as well as Financial and Administration Unit,
2. Ensuring support to the Managing Authority in managing the Programme, including assisting the work of the Joint Monitoring Committee (JMC);
3. Preparing all the relevant documents concerning the Programme and projects implementation, including the minutes from the JMC meetings,
4. Maintaining and developing the effective working contacts with the Programme stakeholders at the national and regional level in all three countries,
5. Coordinating the calls for proposals and their assessment,
6. Coordinating the grant contract signature process,
7. Drafting the Programme and projects implementation reports,
8. Preparing and implementing the annual Information and Communication Plans,
9. Ensuring smooth exchange of information on the state of play of Programme,
10. Organising and participation in the conferences and other dissemination events at the international and national level,
11. Monitoring the TA budget, including participating in the public tender committees,
12. Preparing and managing the service contracts of the Branch Offices in Rzeszów, Lviv and Brest

What do we offer

The chosen candidate will be recruited at the earliest possible date. She/he will be offered an employment contract under Polish law. In the light of the overall living costs in Warsaw, 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). The international working environment of the Secretariat acknowledges performance, teamwork and initiative, which is accompanied with the support to the personal development plans.

Necessary qualifications

- Higher education in the field of law, international relations or economy;
- At least 4 years of experience of working in the field of EU funded programmes or projects,
- At least 2 years of experience of team supervising;
- Good knowledge of the EU regional policy, including fluent knowledge of the European Neighbourhood Instrument legal basis;
- Fluent knowledge of both English and Polish (spoken and written);
- Analytical skills;
- Negotiation and very well developed communication skills;
- Problem solving attitude;
- Availability and travel-proof.

Desirable qualifications

- Work experience in the international environment;
- Working knowledge of other Programme languages (preferably Ukrainian and Russian);
- Driving licence (B).

Required documents

- Cover letter in English of not more than one page, explaining the motivation and suitability of the candidate for the vacant position;
- Curriculum Vitae (CV) in English.
- 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 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 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).

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 acting as the National Authorities of the Programme i.e. the Ministry of Economic Development in Poland, Ministry of Foreign Affairs of the Republic of Belarus and the Ministry of Economic Development and Trade of Ukraine.*

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

At any time, you can withdraw your consent by contacting us at: iod@cpe.gov.pl

How to apply

Applications stating the above given reference number, including all required documents, must be submitted in English by email **till 16 January 2019, 24:00 CET** at rekrutacja@cpe.gov.pl.

Additional information

- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- Only selected shortlisted candidates will be contacted.
- The personal interviews (no possibility of video-conference) will be held in mid-January 2019 in Warsaw. The selected candidate is expected to take the duty as soon as possible.
- The selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish).
- The submitted application documents will not be returned.