



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



CENTRUM PROJEKTÓW EUROPEJSKICH

VACANCY ANNOUNCEMENT: **(FINANCIAL) PROJECT MANAGER**  
**ref. CPE-PBU-2/2020**

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

APPOINTMENT: EMPLOYMENT CONTRACT  
STARTING DATE: 01/01/2021

NUMBER OF POSITIONS: 1  
Location: WARSAW, POLAND

CLOSING DATE FOR APPLICATIONS: **08-11-2020**

## 1. Background

The Cross-border Cooperation (CBC) Programme Poland-Belarus-Ukraine 2014-2020 is funded by the European Union and it is one of two European Neighbourhood Instrument CBC Programmes managed by the Ministry of Development Funds and Regional Policy of the Republic of Poland (acting as Managing Authority). The Programme supports social and economic development 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 Programme addresses common challenges in environment, public health, safety and security and promotes better conditions and modalities for ensuring the mobility of persons, goods and capital. It contributes to the strategic objectives and to the identified regional needs by financing the implementation of non-commercial projects within four thematic objectives: Heritage, Accessibility, Security, Borders (more at [pbu2020.eu](http://pbu2020.eu)).

The Joint Technical Secretariat (JTS) has been established by the Managing Authority in order to ensure the daily Programme implementation. The JTS assists the decision-making bodies of the Programme, organizes calls for proposals, provides trainings for applicants and beneficiaries, drafts grant contracts and other documents, verifies requests for payments and reports submitted by the beneficiaries, carries out on-the-spot checks. At the same time the JTS implements the information and communication plan of the Programme. The official Programme's language is English.

The Secretariat is hosted by the Center of European Projects, a Polish state-budget unit established by the Minister of Development Funds and Regional Policy of the Republic of Poland for the purpose of supporting the implementation of European programmes (more at [cpe.gov.pl](http://cpe.gov.pl))

## 2. Position profile

The Secretariat is looking for a reliable, committed, experienced and open-minded Project Manager, enthusiastic to join a dynamic team in an international environment. Within the Project Unit, the successful candidate will supervise implementation of selected projects.

**Key tasks include:**

- Monitoring of cross-border cooperation project implementation progress, including verification of narrative and financial reports, participation in monitoring visits, managing changes and budget reallocations in the projects with the focus on the activities in Ukraine (and in Belarus if necessary), resolving legal issues;
- Supporting Beneficiaries (including Large Infrastructure Projects) in financial closing and settlement of projects implemented, providing advice on the Programme's rules;
- Daily cooperation with the Managing Authority i.a. on verification of financial data, reporting on the Programme's implementation progress;
- Updating the monitoring electronic data base with relevant information on the projects' implementation progress.

**Supplementary duties**

- Assisting the team during calls for proposals, evaluation of proposals, cooperation with external experts;
- Organization and running of trainings and meetings for Beneficiaries;
- Drafting internal reports and project summaries within thematic and geographical categories, giving presentations.

### **3. Minimum requirements and personal assets**

- Graduate or post-graduate university degree in any field of relevance to the mentioned tasks;
- At least three-year work experience in project management, preferably in territorial cooperation programmes;
- Good knowledge of current ETC/ European Neighbourhood Instrument regulatory framework (2014-2020);
- Good knowledge of Ukrainian legislation (in the field of relevance to the cross-border cooperation projects);
- Fluent English (spoken and written);
- Excellent command of Ukrainian (spoken and written);
- High accountability and ability to work in a team, communicative and motivated;
- Willingness to travel;
- Computer savvy.

**Besides, the following attributes would be considered advantageous:**

Knowledge of other Programme languages, particularly Polish and Russian;  
Knowledge of accounting principles;  
Knowledge of Ukrainian law in the field of tendering procedures;  
Knowledge of Ukrainian (and Belarusian) construction law;  
Experience in implementation of infrastructural projects.

### **4. Terms and conditions for employment/contracting period**

The chosen candidate will be recruited at the earliest possible date. She/he will be offered an employment contract under Polish law. Two-year temporary contract will be offered including a one month probation period. After 2 years the contract can be extended to a permanent position according to performance of the employee and availability of funds. The employment is foreseen on a 40 hours per week basis.

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, accompanied by personal development plans.

## 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 involved in the implementation of the Programme i.e. the Ministry of Development Funds and Regional Policy in Poland.*

**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](mailto:iod@cpe.gov.pl)

Applications stating the above given reference number, including all required documents, must be submitted in English by email **till 08-11-2020, 24:00 CET**, to the following email addresses: [rekutacja@cpe.gov.pl](mailto:rekutacja@cpe.gov.pl) and [andrzej.slodki@pbu2020.eu](mailto:andrzej.slodki@pbu2020.eu)

## 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 combined with a short test (with possibility of video-conference) will be held in November in Warsaw. The selected candidate is expected to take the duty as soon as possible, preferably from the 01/01/2021 (16/12/2020 is also 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.

For any further questions on the recruitment process and working conditions, please consult the attached additional information or contact us at [rekutacja@cpe.gov.pl](mailto:rekutacja@cpe.gov.pl)

For any further questions or information on the scope of the position, please contact Mr. Andrzej Słodki: [andrzej.slodki@pbu2020.eu](mailto:andrzej.slodki@pbu2020.eu)