



## **Vacancy announcement / job description for the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme Joint Technical Secretariat Programme Manager position**

The objective of the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme is to develop and realise cross-border cooperation projects in the specified programme area. In order to achieve its goals the Programme set up a professional and effective JTS with international staff covering the programme area. Currently the Programme is seeking for an additional educated and experienced professional for the position of Programme Manager.

The **Joint Technical Secretariat (JTS)** is responsible for the day-to-day programme management, supplies potential applicants with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS assists the Joint Monitoring Committee and the Joint Managing Authority in carrying out their respective duties. The JTS is established within VÁTI Nonprofit Ltd. in Budapest. The **duties of the JTS** include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection. More specifically, this includes the conclusion of reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion of the project generation activities and participation in the project selection process; the management of the joint partner search database and the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring Committee and Project Selection Committees including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

In order to have a broader view on the Programme and the tasks of the JTS please check out the programme website: [www.huskroua-cbc.net](http://www.huskroua-cbc.net)

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### **POSITION: PROGRAMME MANAGER OF HU-SK-RO-UA JOINT TECHNICAL SECRETARIAT**

#### ***Responsibilities of the Programme Manager of JTS***

The **Programme Manager** is responsible for the preparation of calls for proposals, assessment of project proposals and for the monitoring and control of the progress reports describing the implementation of the approved projects. He/She is also the contact to applicants and project partners for providing advice on administrative and content related requirements.

#### ***Tasks***

- To coordinate the preparation of calls for proposals (in cooperation with the Monitoring Committee and its subcommittees);
- to provide information to HU-SK-RO-UA CBC project candidates during the application phase on composition of appropriate partnerships, financial and budgetary issues;
- to co-ordinate and participate in the project selection procedure, participating in the assessment of applications;
- to act as advisor for the selected projects and lead partners;
- to collect and review progress reports submitted by all projects, and to advise project partners if progress is not on schedule or activities change;
- to prepare decisions of the Joint Monitoring Committee regarding special requests from projects;



- to participate and contribute to project seminars and conferences as appropriate;
- to be actively involved in the implementation of other Programme support activities like partner-search events or forums;
- to contribute to the programme website, leaflets, brochures and other publications;
- to prepare statistics and monitor figures at programme level for the Joint Monitoring Committee, the European Commission, and to assist the implementation of their meetings;
- to prepare thematic reports on progress projects achieved;
- to perform other relevant duties deriving from the management of the Programme.

### **Employment criteria**

- **Relevant university degree (regional development, spatial planning, public administration, economics, law or other);**
- **At least 2 years of experience in one of the priorities of the HU-SK-RO-UA ENPI CBC Programme or at least 2 years of experience in EU funded programme management (preferably Structural Funds, INTERREG, Pre-Accession Funds, Phare CBC);**
- **Fluent in spoken and written in English and in one language of the Programme area (more is an advantage);**

### **Assets**

- good understanding and knowledge of the programme area, in particular the Partner country;
- fluent in spoken and written in Ukrainian;
- deep knowledge of the specificities of grants implementation in Ukraine and Ukrainian national legislation;
- knowledge of cross-border cooperation;
- experience in and ambition to work in an international environment with different administrative traditions;
- able to propose solutions for administrative procedures related to project management;
- very good computer skills: MS Office including Excel, Word and PowerPoint, Internet;
- analytical, creative and problem-solving thinking;
- negotiation skills;
- self-confidence;
- attention to detail and accuracy;
- organising ability;
- willingness to travel.

### **Terms of employment**

The position is based on a full-time contract under Hungarian law. The position is linked with the programming period of the Hungary-Slovakia-Romania-Ukraine ENPI Cross-border Co-operation Programme. It is envisaged to contract additional staff for new positions throughout the programming period.

### **Salaries**

The competitive salary will be related to qualifications, experience and the costs associated with living abroad.

### **Location**

Budapest, Hungary.

### **Application procedure**

The deadline for applications is **25 January 2013**.



Interested applicants should submit

- a resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (copy only)

These documents will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview. The application should be submitted by registered mail or courier service directly to the following address:

**VÁTI Nonprofit Kft.**  
**HU-SK-RO-UA ENPI Joint Technical Secretariat**  
**1016 Budapest**  
**Gellérthegy u. 30-32.**  
**Hungary**

**Please declare on the envelope:**

Application for the HU-SK-RO-UA JTS Programme Manager position

**Only those applications submitted by the closing date to this vacancy announcement will be eligible for consideration.**

The candidate should send his/her **CV and motivation letter in electronic format** as well to the following email addresses until the final deadline:

[aszakacs@vati.hu](mailto:aszakacs@vati.hu), [gabor.street@nfu.gov.hu](mailto:gabor.street@nfu.gov.hu)