

VACANCY ANNOUNCEMENT

for the South East Europe Territorial Cooperation Programme Joint Technical Secretariat

Project Manager - temporary contract (ref: SEE JTS – PMT)

About the SEE JTS

The Joint Technical Secretariat (JTS) is responsible for the day -to-day management of the South East Europe Territorial Cooperation Programme and supplies potential applicants with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS gives support to the Monitoring Committee, the Managing Authority and the Certifying Authority. For further information on SEE programme please visit www.southeast-europe.net.

Job Description

The **Project Development and Management Unit** of the JTS is responsible for the preparation of calls for proposals, assessment of project proposals and for the monitoring and control of the reports describing the implementation of the approved projects. The Project Manager will be a part of the Unit, supporting applicants and project partners for providing advice on content related issues.

Tasks of the Project Manager:

- to support the coordination of the preparation of calls for proposals (in cooperation with the Monitoring Committee and its subcommittees);
- to provide support and advice to SEE project candidates during the application phase on composition of appropriate partnerships, financial and budgetary issues (partly in co-operation with the SEE Contact Points);
- 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 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 such as partner -search events or forums;
- to contribute to the Programme web site, leaflets, brochures and other publications.
- to prepare and continuously evaluate and update the Applicants' Package;
- to prepare statistics and monitor figures at Programme level for the Monitoring Committee, the European Commission, and to assist the implementation of their meetings;
- to prepare thematic reports on progress projects achieved.

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Profile

Employment criteria:

- relevant university degree (public administration, economics, business administration, or other);
- At least 2 years of experience in EU funded programme or project management (preferably Structural Funds);
- At least 1 year of experience in the management of EU cooperation programmes (preferably INTERREG);
- Fluent in spoken and written English and in one language of the programme area.

Assets:

- good understanding and knowledge of the programme area;
- knowledge of one or more additional national languages spoken in SEE territory (Austria, Bulgaria, Greece, Hungary, Italy, Slovakia, Slovenia, Romania, Albania, Bosnia-Herzegovina, Croatia, Former Yugoslav Republic of Macedonia (FYROM), Serbia, Montenegro);
- ambition to work in an international environment with different administrative traditions;
- able to propose solutions for transnational administrative procedures related to programme management, including legal settings, audit and control requirements;
- preferably experience with the administration of Structural Funds and/or EU programme/ or international project management;
- very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
- very good communication skills, creative and problem-solving oriented;
- a good team worker.

Terms of employment

- the position will run for two years, based on a contract under Hungarian law (extension possible);
- the contract will be made between the individual and VÁ TI Public Non-profit Company for Regional Development and Town Planning, acting on behalf of the Managing Authority

Location

The post will be based at the Joint Technical Secretariat's premises in Budapest, Hungary.

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Application procedure

- Interested applicants should submit a CV and a motivation letter in English, to the following e-mail address: job@southeast-europe.net, referring: “SEE JTS – PMT”
- The deadline for applications is **24.00 CET 4th July 2010**
- If successful in this first stage, candidates will be asked to attend an interview at the premises of the Joint Technical Secretariat, in Budapest. The interview will probably take place on **29 or 30 July 2010**.
- In addition, the candidates invited for an interview will have to submit the following documents: (a) a passport-size photograph; (b) copy of university degree certificate(s); (c) references.
- In case of high number of applications received, we cannot reply to all candidates. Applicants selected for an interview will receive a notification within one month from the submission deadline.

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