



CENTRUM PROJEKTÓW EUROPEJSKICH



Centrum Projektów Europejskich is searching for candidates to join:

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

Poland – Slovakia 2014-2020

for the position of:

Administrator officer

Reference: JTS PL-SK/1/2018

Number of vacancies: 1
Place of work: Kraków, Poland

The Interreg V-A Poland-Slovakia 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.

Working in an international environment – the Joint Technical Secretariat in Krakow, Poland

Located in Kraków, 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 Administrator officer, enthusiastic to work in an international environment and join a small dynamic team in Krakow. The Administrator officer will be responsible for management of JTS office, for processing public procurements, for management of information flow, incoming and outgoing correspondence, for communication with beneficiaries and being first contact with them, to provide support for JTS colleagues in CPE rules, for organisation of events planned by the JTS and for help with reimbursement of invoices and business trips.

What we offer

Starting as soon as possible, the selected candidate after 3 months of probation period will be offered a full-time contract under the Polish law. 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). 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:

- Daily administrative and organizational coordination of the JTS, including namely:
 - a) purchasing of stationary and contracting external services;
 - b) preparing internal documents, notes, reports;
 - d) archiving JTS documents and maintaining administrative records of JTS assets;
 - e) registering correspondence including project applications;
 - f) organizing meetings internal and with the Programme stakeholders;
 - g) contacting Programme applicants/beneficiaries as regards offering basic information on the Programme and referring to relevant JTS officers;
 - h) participating in seminars and conferences on issues related to JTS activities.
- Basic HR related duties, including namely:
 - a) keeping time records of the JTS personnel;
 - b) organizing duty trips and accommodation as well as settling duty trips of JTS personnel.
- Basic financial duties, including namely:
 - a) preparing budget requests and participating in planning of the JTS annual budget;
 - b) preparing JTS monthly, quarterly and annual budget follow ups;
 - c) preparing public procurement documents, in line with the Polish public procurement law.

II. Essential qualifications:

- University degree, preferably in European Studies, Political Studies, International Relations, Law, Economics, Regional Development, Public Administration or related fields;
- at least 2 years of proven professional experience preferably with the administration and office management;
- fluency in Polish (spoken and written);
- knowledge of English (spoken and written);
- ability to work independently and to propose solutions;
- knowledge of the Interreg Programme;
- excellent analytical skills;
- ability to work under pressure and meet tight deadlines;
- excellent computer skills with respect to MS Office.

III. Additional assets:

- knowledge of Slovak language (spoken and written at least A1 level);
- experience in management of projects, preferably in cross-border, transnational and interregional co-operation programmes;
- knowledge of transnational administrative procedures related to the Programme management, including legal settings, control requirements.

IV. Required documents:

1. CV with a candidate's declaration: *"I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Law on Personal Data Protection of 29 August 1997 – Journal of Laws of the Republic of Poland of 2014, item 1182 as amended). I agree 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".*

We would like to inform you that applications without above statement will not be considered.

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 12th March 2018** by post on the following address:

**Centrum Projektów Europejskich
ul. Domaniewska 39 A
02-672 Warszawa**

or by e-mail to: rekrecja@cpe.gov.pl

Additionally, the CV and the cover letter should also be sent by e-mail to:

Ms. Dominika Wieczorek: <mailto:dwieczorek@plsk.eu>

Mr. Peter Balun: peter.balun@land.gov.sk

Please quote the reference number in the e-mail subject.

The interviews with selected candidates are planned to be scheduled for 22 March 2018.

Additional information:

- Incomplete applications as well as applications without the above given reference number and/or the statement on personal data protection will not be considered.
- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- The applications of candidates who do not fulfill formal requirements or who are not selected shall be destroyed.
- We inform that applications will be also forwarded to the institutions involved in the implementation of the Programme i.e.: Ministerstwo Rozwoju (the Ministry of Development) in Warsaw, and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (the Ministry of Agriculture and Rural Development of the Slovak Republic) in Bratislava.
- The Centre of European Projects with registered office in Warsaw, Domaniewska 39A, as the administrator of personal data, informs that personal information contained in your CV, cover letter and other documents required in this job advertisement will be processed solely for the purpose of carrying out the recruitment process. Data submission is voluntary. You have the right to access your personal data and correct them.
- 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: dwieczorek@plsk.eu.

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