



Centre of European Projects is searching for a candidate to:

**Joint Technical Secretariat of the Cross-border Cooperation Programme**

**Poland-Russia 2014-2020**

for the position of:

**Project Manager responsible for Financial Project Management**

**Ref. no. JTS PL-RU-6/2017**

*Number of vacancies: 1*

*Place of work: Olsztyn, Republic of Poland*

The main aim of the CBC Programme Poland-Russia 2014-2020 financed by the European Union is support for the cross-border development processes.

***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 Olsztyn/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 thorough individually planned training and education schemes.

***Examples of the tasks:***

1. Facilitating projects generation process (e.g. providing assistance to applicants and potential beneficiaries, in particular as regards financial aspects of project preparation);
2. Analysing and assessing project applications;
3. Preparing individual grant contracts for approved projects;
4. Verification of progress reports submitted by Lead Partners, in particular financial reports;
5. Reporting on financial progress of the projects to allow financial monitoring at the Programme level;
6. Providing support and advice to the Lead Partners on the contract implementation, eligibility of expenditure and financial reporting;
7. Taking part in on-the-spot checks and monitoring visits;
8. Providing monitoring reports and information on projects and the Programme progress and implementation to the Joint Managing Authority and National Authority;
9. Preparing input to the annual reports for the European Commission;
10. Maintaining relevant databases;
11. Preparation of relevant documents and assisting the Joint Monitoring Committee meetings;

12. providing the Programme management support including implementation of decisions made during the JMC meetings, reviewing (including also language support), developing and improving the Programme documents, etc;
13. contributing to information and promotion activities (eg. training seminars, workshops).

#### **Necessary qualifications:**

1. Higher education;
2. At least 3 years of proven work experience, preferably in public administration or/and in international programmes/projects;
3. Proven work experience related to financial administration of EU/international programmes /projects implementation;
4. Fluency in English (both spoken and written);
5. Excellent knowledge of Polish (C2 level) or Russian (C2 level);
6. Excellent computer literacy with respect to MS Office;
7. Ability to work in team;
8. Ability to cope with stress situations;
9. Travel proof.

#### **Desirable qualifications:**

1. Knowledge of the Programme document and EU ENI Regulations;
2. Knowledge of Polish and/or Russian legislation relevant for the Programme implementation;
3. Experience in carrying trainings and information-promotional activities;
4. Good knowledge of Russian in case of Polish C2 level, or Polish in case of Russian C2 level will be an asset;
5. Driving licence (B).

#### **Required documents:**

Candidates interested in applying for the post should submit the following documents:

1. Curriculum Vitae (CV) in English with the following declaration signed by the candidate:

*"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 2016, item 922). 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, Ministry of Economic Development and Ministry of Foreign Affairs, with their seats in Moscow/ Russia".*

Applications without the above statement will not be considered.

2. Cover letter in English of no more than two pages, briefly describing the suitability and experience of the candidate for the position in relation to the tasks and qualifications relevant to the post.
3. Copies of documents proving qualifications (proof of education and professional experience).

Applications in English with reference number, included all required documents must be submitted by email: [rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl) not later than **17 August 2017**.

***Additional information:***

Only applications received by the closing date of this vacancy announcement will be eligible for consideration.

We will contact only selected candidates.

Interviews with selected candidates are planned for the second half of August.

We do not return the received job applications to the candidates.

The applications of candidates who do not fulfill formal requirements or who are not selected shall be destroyed.

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.

For further questions or information please contact Justyna Byczek, e-mail address: [justyna.byczek@cpe.gov.pl](mailto:justyna.byczek@cpe.gov.pl)