



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:

Office Administrator

Ref. no. JTS PL-RU-1/2018

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. Management of the JTS office material supplies, office equipment and external services (including public procurement procedures);
2. Travel arrangements of the JTS employees;
3. Assistance in organisation of trainings, meetings and conferences;
4. Preparation of documents and information for the needs of the JTS and other institutions involved in the Programme implementation;
5. Assistance in updating the Programme website and other activities related to implementation of information and promotion plan;
6. Supporting Russian JTS employees in formalities connected with employment and moving to Poland;
7. Maintaining relevant registers and databases of the JTS.

Necessary qualifications:

1. Higher education (BA);
2. At least 1 year of work experience in a similar position;
3. Very good knowledge of Polish and English (spoken and written);
4. Computer literacy and ability to use office equipment;
5. High interpersonal skills,

6. Operational autonomy and good work organisation.

Desirable qualifications:

1. Knowledge of the Polish public procurement law;
2. Work experience in EU programmes/projects;
3. Work experience in international environment;
4. Good knowledge of Russian (spoken and written) 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 not later than **22 January 2018**.

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 at the end of **January 2018**.

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