



Centre of European Projects is searching for a candidate to the :

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

**Lithuania-Poland-Russia 2007-2013**

for the position of:

**Project Manager responsible for Programming and Financial Project Management**

**Nr ref. CPE - VII- 2/2010**

*Number of vacancies: 1*

*Place of work: Warsaw, Republic of Poland*

The employee shall be responsible for day-to-day contact with the Programme applicants, e.g. information and support for the potential applicants, advice and training of the applicants during the call for proposals, verification of the project reports and assistance in reporting the Technical Assistance.

**I. Examples of tasks:**

**Programme implementation:**

- Cooperation with the institutions from Lithuania, Poland and Russia and the Joint Monitoring Committee: elaborating documents concerning decision process, statistic data sheet on Programme level, drafting minutes, etc;
- Development of the documents necessary for the call for proposals and implementation of the Programme – including the specific character of the projects with the works, service and supply element according to the Practical Guide to contract procedures for EC external actions (PRAG);
- Prepare reports on Programme implementation (e.g. Annual report, thematic reports on the Programme implementation);
- Participation in the development of guidelines and Programme manuals
- Information, preparation and carrying the trainings, workshops and meeting for the potential applicants (lead partners) and other project partners;
- Participation in the implementation the Programme information and promotion plan – preparation of and active participation in events (conferences, seminars, workshops, etc.);
- Other duties deriving from the management of the Programme

**Project implementation:**

- Preparation of the calls for proposals, carrying the formal evaluation of the application forms;
- Preparation of and participation in project development and implementation activities (trainings, seminars, open days, etc.) including project cost eligibility and financial reporting;
- Preparation of the contracts with Lead Partners;
- Monitoring project implementation progress, including verification of project reports and monitoring visits;
- Other duties deriving from project application and implementation process.

## **II. Necessary qualifications:**

- Higher education – desirably in the field of economics or similar;
- At least 2 years of proven working experience;
- At least 2 years work experience in programmes/projects financed by the EU programmes, regional or international cooperation programmes (preferably INTERREG, Tacis), out of which at least 1 year in the financial department;
- Good knowledge of accounting and book-keeping law, including public financing;
- Good knowledge of English (spoken and written);
- Fluent in spoken and written Polish;
- Computer literacy;
- Ability to work in team;
- Availability.

## **III. Desirable qualifications:**

- Knowledge of PRAG procedures on grants;
- Good knowledge of the EU regional policy and the relevant legislation;
- Work experience in the international environment;
- Experience in carrying the trainings and information-promotional activities;
- Knowledge of other languages relevant to the Programme needs (preferably Lithuanian or Russian);
- Driving licence (B).

## **IV. Required documents:**

1. CV with a candidate's declaration: I hereby agree that you process my personal data included in my job application due to recruitment process (according to Law on Personal Data Protection of August 29, 1997 – Journal of Laws of the Republic of Poland No.101, item 926);

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

2. Cover letter;
3. Copies of documents proving qualifications.
4. In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in act on vocational and social rehabilitation and employment of disabled persons as of August 27, 1997

**Applications in English with reference number, included all required documents must be submitted in seat of Centrum Projektów Europejskich in Warsaw or send by post to date 12 March 2010 on address:**

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

**Additional information:**

**The applications without reference number will be not considered.**

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

We will contact only selected candidates. We do not return the received job applications to the candidates.

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

We offer an employment based on employment contract under the current law of Republic of Poland in this area.