



Centre of European Projects is searching for a candidate to:

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

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

for the position of:

**Office Administrator**

**Nr ref. CPE – VII -1/2010**

*Number of vacancies: 1*

*Place of work: Warsaw, Republic of Poland*

The employee shall be responsible for dealing with all the current organizational issues of the Joint Technical Secretariat regarding the administrative services for the institutions and the projects which are financed by the Programme.

**I. Examples of tasks:**

**Programme Implementation**

- Cooperation with the institutions from Lithuania, Poland and Russia and the Joint Monitoring Committee regarding the Programme implementation issues;
- Dealing with all the current organizational issues of the Joint Technical Secretariat;
- Management of the JTS office material and external services supplies and office equipment (including public tender procurements);
- Travel arrangements of the JTS employees;
- Assistance in organizing the internal meetings and conferences;
- Preparation of documents and information for the internal needs of the JTS and other institutions involved in the Programme implementation;
- Assistance in updating the Programme website and other activities related with implementation of information and promotion plan;
- Supporting the Lithuanian and Russian JTS employees in dealing with formalities connected with employment and moving to Poland.

**Project Implementation**

- Providing information for the Programme beneficiaries on the on-going calls for proposals;
- Preparation and participation in the events connected with preparation and implementation of the projects (e.g. trainings, seminars, open days for applicants and beneficiaries, etc);
- Maintaining the register of projects reports and applications for payment.

**II. Necessary qualifications:**

- Higher education (BA);
- At least 1 year of proven working experience;

- Good knowledge of English (spoken and written);
- Fluent in spoken and written Polish;
- Computer literacy and ability to use office equipment;
- Ability to work in team;
- Availability.

### **III. Desirable qualifications:**

- Work experience in programmes/projects financed from the EU resources, regional/international cooperation programmes (preferably structural funds, INTERREG, Tacis, pre-accession funds);
- Knowledge of other languages relevant to the Programme needs (preferably Lithuanian or Russian);
- Work experience in the international environment;
- 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 informations:**

**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 who 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.