



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:

Project Manager responsible for Programming and Project Management

Nr ref. CPE - VII- 7/2010

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.

I. Examples of tasks:

Programme Implementation

- Cooperation with Lithuanian, Polish and Russian institutions and Joint Monitoring Committee (JMC) regarding Programme implementation issues;
- Preparation of the JMC and Joint Task Force meetings, development of the information and presentations, development of decision-making process documentation, drafting minutes of the meetings, etc;
- Development and update of the documents necessary for the call for proposals and Programme implementation – including the specific character of the service and supplies contracts in accordance with the Practical Guide to Contract Procedures for EC external actions (PRAG);
- Preparation of reports on Programme implementation (e.g. Annual report, thematic reports) including preparation of statistical data on the Programme level;
- Participation in the development of guidelines and Programme manuals;
- 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

- Providing information to the applicants and beneficiaries on the formal requirements connected with the implementation of the projects financed within the Programme, including preparation of and participation in project development and implementation events (training, seminars, open days, etc.);
- Preparation of and coordination of project application and assessment process in accordance with PRAG, including the cooperation in nomination and organization of Evaluation Committee meetings;
- Preparation of contracts with Lead Partners;

- Monitoring project implementation progress, including verification of projects reports and monitoring visits;
- Updating the monitoring electronic data base in terms of the projects implementation progress;
- Other duties deriving from project application and implementation process.

II. Necessary qualifications:

- Higher education- desirably in the field of international relations, local and regional development, European studies, public administration, law, economy or similar;
- At least 2 years of proven working experience;
- At least 2 years work experience in programmes/projects financed by EU, regional or international cooperation programmes (preferably: Tacis, INTERREG);
- Good knowledge of English (spoken and written);
- Fluent in spoken and written Russian;
- Computer literacy;
- Ability to work in team;
- Availability.

III. Desirable qualifications:

- Knowledge of the PRAG procedures on grants;
- Experience in organisation of events and trainings;
- Familiarity with the specificity of cross-border cooperation programmes and relevant legislation;
- Work experience in the international environment;
- Knowledge of other languages relevant to the Programme needs (preferably Lithuanian or Polish)
- Driving licence.

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.