



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- 3/2015**

Number of vacancies:1

Place of work: Warsaw, Republic of Poland

About the Programme

The Lithuania-Poland-Russia European Neighbourhood and Partnership Instrument Cross-border Cooperation Programme 2007-2013 aims at promoting economic and social development on both sides of the border between EU countries and Russia, addressing common challenges and problems and promoting people to people cooperation. Under the Programme, 60 joint projects from Polish, Lithuanian and Russian (Kaliningrad region) border regions are implemented and co-financed by the European Union and Russian Federation. To learn more, please visit: www.lt-pl-ru.eu

Who we are looking for

The JTS is looking for a reliable, committed and open-minded Project Managers, enthusiastic to work in international environment and join a dynamic team in Warsaw.

The employee shall be responsible for day-to-day contact with the Programme Beneficiaries, e.g. information and support for the Beneficiaries, advice and trainings, verification of the project reports as well as monitoring and assistance in reporting the Technical Assistance Budget of the Programme.

What do 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 until 31st December 2016. As the programming process for the Poland-Russia Programme 2014-2020 is ongoing it may lead to employment opportunities beyond the indicated termination date. In the light of the overall living costs in Warsaw/Poland, the selective 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.

I. Examples of tasks:

- Acting as a contact person and advisor on all the aspects of the selected projects (monitoring project progress, budget reallocations or other problems requiring solutions);
- Verification of project reports financial and narrative reports;
- Taking part in on-the-spot checks and monitoring visits;
- Facilitating projects generation process (e.g. providing assistance to potential applicants in search for partners);
- Participation in project development and implementation activities (trainings, seminars, open days, etc.);

- Cooperation with the institutions from Russia, Poland and Lithuania 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 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 Beneficiaries and other project partners;
- Other duties deriving from the management of the Programme and projects.

II. Necessary qualifications:

- Higher education – desirably in the field of economics, european studies, international relations or similar;
- At least 3 years of proven working experience in public administration or/and in programmes/projects financed by the EU programmes, regional or international cooperation programmes (preferably ENPI, INTERREG, Tacis, Phare);
- At least half of the year work with documents concerning implementation reports or financial management operations (budgets) in the projects preferably financed by EU;
- Fluency in English and Russian (both spoken and written);
- Excellent computer literacy with respect to MS Office;
- Ability to work in team;
- Availability.

III. Desirable qualifications:

- Knowledge of PRAG procedures on grants;
- Work experience in the international environment;
- Experience in carrying the trainings and information-promotional activities;
- The knowledge of Russian Public Procurement Law;
- Knowledge of the Polish language will be considered an additional asset;
- Ability to work under stress.

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.

Additionally, the Candidates may give their voluntary consent to process their personal data contained in their CV for this recruitment process by institutions involved in implementation of the Programme by voluntary attached signed additional statement saying that they agree to process their personal data contained in their CV for this recruitment process by institutions involved in implementation of the Programme i.e.: Ministerstwo Infrastruktury I Rozwoju (Ministry of Infrastructure and Development), with its seat in Warsaw, , Ministry of Economic Development and Ministry of Foreign Affairs, with their seats in Moscow/ Russia, Ministry of the Interior, with its seat in Vilnius/ Lithuania.

2. Cover letter;
3. Copies of documents proving qualifications;
4. Certificates of previous employment;
5. 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 by email: rekrutacja@cpe.gov.pl and additionally to malgorzata.wozniak@cpe.gov.pl to date 15 of September, 2015.

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.