



Hungary-Romania  
Cross-Border Co-operation  
Programme 2007-2013

European Union  
European Regional Development Fund



## **PROGRAMME MANAGER**

### **JOINT TECHNICAL SECRETARIAT OF THE HUNGARY- ROMANIA CROSS BORDER CO-OPERATION PROGRAMME**

### **2007-2013 – BUDAPEST OFFICE**

*The Joint Technical Secretariat of the Hungary – Romania Cross Border Cooperation Programme 2007-2013, established within VÁTI Non-profit PIC. is searching for two full time Programme Managers in its Budapest Office (Hungary).*

#### **Background**

**Hungary – Romania Cross Border Cooperation Programme 2007-2013** promotes cross border cooperation and territorial development. The priorities of the programme include the improvement of key conditions of joint sustainable development, as well as the strengthening of social and economic cohesion in the program area. The budget of the programme, incl. national co-financing, makes up to approx. 275 million euro for the period of 2007-2013.

The Joint Technical Secretariat (JTS) works in close co-operation with the Managing Authority while being independent from the national administrative structures. The Joint Technical Secretariat assists the Managing Authority, the Joint Monitoring/Steering Committee and the Audit Authority in carrying out their respective duties. The duties of the JTS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection. More specifically, this includes the conclusion of Annual Reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion the project generation activities and participation in the project selection process; support the Info Point Oradea in its activities; the management of the joint partner search database and the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring/Steering Committee including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

The Joint Technical Secretariat is established within VÁTI Non-profit Kft. in Budapest and has delegated members in Békéscsaba.

***In order to have a broader view on the programme and the tasks of the JTS please check out the Operational Programme, as well as other program related documents on one the official web-site of the programme: [www.huro-cbc.eu](http://www.huro-cbc.eu) or [www.hungary-romania-cbc.eu](http://www.hungary-romania-cbc.eu).***

#### **General job description**

The Programme Manager under the supervision of the Head of JTS and according to the principles and decisions of the programme partners is responsible for the preparation of calls for proposals, assessment of project proposals and for the monitoring and control of the progress reports describing the implementation of the approved projects. S/he is also the

contact to applicants and project partners for providing advice on administrative and content related requirements.

### **Tasks and responsibilities**

- coordinating the preparation of calls for proposals;
- providing support and advice to HU-RO CBP project applicants during the application phase;
- coordinating and participating in the project selection and evaluation procedure;
- assisting project partners throughout project implementation;
- collecting and reviewing progress reports;
- preparing decisions of the Joint Monitoring and Steering Committees;
- organizing and participating at project seminars, conferences and other events;
- contributing to the development and implementation of the programme's communication strategy;
- preparing statistics and monitoring figures at programme level for the Joint Monitoring Committee, Managing and National Authorities, the European Commission, and assisting the organisation of their meetings; preparing minutes;
- preparing thematic reports on progress of projects and reporting to programme actors on financial progress of the projects;
- preparation of reports to the programme actors on the implementation of the programme
- performing other relevant duties deriving from the management of the programme.

### **Employment criteria**

- Relevant university degree (regional development, spatial planning, public administration, economics, law or other);
- Minimum 2 years demonstrated experience in EU project or programme management (preferably Structural Funds, INTERREG, Pre-Accession Funds);
- Fluent in spoken and written English, as well as in Romanian and/or Hungarian;
- Excellent computer literacy;
- Ambition to work in an international environment with different administrative traditions;
- Willingness to travel;
- Availability to work overtime when necessary;
- Good advisory, presentation and drafting skills;
- Analytical, creative and problem-solving;
- Attention to detail and accuracy;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines.

## **Assets**

- Good understanding and knowledge of the programme area;
- Knowledge of cross-border co-operation;
- Knowledge in one of the following field financed by the programme: nature protection, including waste and water management, research and development, healthcare.

## **Terms of employment**

The positions are based on a full-time contract under Hungarian law.

The positions are for a definite period of two years, with possibility of renewal for 1 more year.

## **Salary**

The competitive salary will be related to qualifications, experience and the eventual costs associated with living abroad.

## **Location**

Budapest, Hungary.

## **Application procedure**

Interested applicants are requested to submit

- an EU format resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (copy only).

The application package will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview in English.

**The deadline for submitting applications is the 7<sup>th</sup> of January 2011.** The application should be submitted by registered mail or courier service directly to:

**Hungarian Public Nonprofit Limited Liability Company for Regional Development and  
Town Planning  
(VÁTI Non-Profit PIC.)  
Territorial Co-operation Programmes Division  
Joint Technical Secretariat, Hungary – Romania CBC Programme**

**HU -1016 Budapest  
Gellérthegy str. 30-32.**

**Please declare** on the envelope: 'Application for the HU-RO JTS Budapest Programme Manager position'

The candidate should **also** send his/her CV and motivation letter **in electronic format** to the following email address until the deadline:

**[jts@huro-cbc.eu](mailto:jts@huro-cbc.eu)**

**Only those applications submitted before the closing date (postal stamp serving as proof) to this vacancy announcement will be eligible for consideration!**