



Vacancy announcement for Office Manager position

BACKGROUND

The **general objective** of the Hungary-Romania CBC Programme is to bring the different actors – people, economic actors and communities – closer to each other, in order to better exploit opportunities offered by the joint development of the border area. Moreover, the programme is aimed at improving the competitiveness and attractiveness of the border area, through various interventions contributing to the integrated development of the cooperating NUTS III level areas. The programme offers a wide range of opportunities for organisations through two priority axis and large number of key areas of interventions:

Priority 1: Improve the key conditions of joint, sustainable development of the cooperation area (Improvement of cross-border transport, communication and environmental protection)

Priority 2: Strengthen social and economic cohesion of the border area (Cooperation in the fields of business, RTD, education, labour market, health care and risk management)

The Joint Technical Secretariat (JTS) is responsible for the day-to-day programme management; supplies potential applicants with information, provides advice during the application process and accompanies the Project Partners until their projects are finished. It works in close co-operation with the Managing Authority while being independent from the national administrative structures. The JTS assists the Joint Monitoring and Steering Committee, the Managing Authority, the Certifying Authority and the Audit Authority in carrying out their respective duties. The tasks of the JTS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection.

The Joint Technical Secretariat of the Hungary-Romania Cross-border Cooperation Programme 2007–2013 is searching for a full-time Office Manager. The Office Manager will be responsible for the general administration of the JTS's day-to-day operation, assisting the staff and providing/organizing all internal and external secretarial services to all members of staff. Takes part in specific administrative Programme management tasks.

RESPONSIBILITIES/TASKS

- Carrying out general office work (correspondence, mailing, creation of mailing lists and databases, photocopying, scanning, faxing, record keeping, etc.)
- Assisting in compiling and administering data/documents/information for internal use and information to the Managing Authority and host organisation (timesheets, attendance lists, internal meeting minutes, holiday sheets)
- Organising/monitoring /invoice checking the travel arrangements of the JTS staff
- Organising/monitoring the office supplies, equipment and services



- Handling the daily mail and courier services
- Taking care of the visitors of the office
- Making liaison between the JTS and the company's back-office
- Supporting the international staff members with arrangements related to moving to or housing in Budapest, visa, assistance with local authorities
- Preparation of contracts with service providers
- Assistance in Programme communication activities
- Independently answering general public requests
- Organisation of staff trainings
- Taking minutes of meetings
- Preparing presentations and Programme level statistics
- Other specific tasks

BASIC REQUIREMENTS

- College, university or equivalent degree;
- Proved professional experience in administrative and organisational field of at least 2 years;
- Fluent in spoken and written English, as well as in Hungarian and/or Romanian;
- Strong computer literacy (MS Office including Excel, Word, Power Point).

ASSETS

- Very good communication skills, creative and problem-solving thinking;
- Good team player with capacity to work in a multicultural environment;
- Good understanding and knowledge of the programme area;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines;
- General knowledge of management needs/procedures of CBC Programmes;
- Good command of both programme languages (Hungarian and Romanian).

Application procedure

Interested applicants have to submit:

- a curriculum vitae (CV) with photo
- a motivation letter in English
- proof of education, professional experience and language knowledge (copy only)



These documents will form the basis of the initial stage of selection. If successful, the potential candidates will be asked to attend an interview (in English).

The application should be submitted to the following e-mail address: allasos@szpi.hu

Please indicate "Hungary-Romania CBC Programme Office Manager position" in the subject. Only those applications which have been received by the closing date to this vacancy announcement will be eligible for consideration.

The deadline for applications is 8 December, 2014, 24:00 CET.

Additional Information

Terms of employment

The selected candidate will be employed on a fix term contract basis until 31 December, 2015.

Salary

A competitive salary calculated in accordance to qualifications and experience.

Location

The Joint Technical Secretariat is located in Budapest, Hungary.

For further information on the Hungary–Romania Cross-border Cooperation Programme 2007–2013 please visit the Programme's website: <http://www.hungary-romania-cbc.eu>.