



**Cross-border co-operation Programme  
Republic of Poland – Slovak Republic  
2007 – 2013**



## **RECRUITMENT**

Cross-border co-operation Programme Republic of Poland – Slovak Republic 2007 – 2013 aims to develop Polish-Slovak co-operation based on the partnership contributing to sustainable development of the border area.

The specific objectives for co-operation in the cross-border region are:

- The development of Polish-Slovak partnership co-operation within the range of improvement of the cross border infrastructure condition oriented towards spatial integration, better accessibility and attractiveness for inhabitants, investors and tourists,
- The promote of Polish-Slovak partnership co-operation for sustainable social-economic, environmental and cultural development of the Polish – Slovak cross border region,
- To promote local initiatives and establish cross-border contacts through implementation of microprojects based on people to people actions.

To administrate the Programme, the Managing Authority (Ministry of Regional Development of Poland) will set up a Joint Technical Secretariat (JTS) and is looking for candidates to fill the following job positions:

- 1. Reference: JTS – PL-SK/01/08: Head of the JTS**
- 2. Reference: JTS – PL-SK/02/08: Programme Officer**
- 3. Reference: JTS – PL-SK/03/08: Financial Officer**
- 4. Reference: JTS – PL-SK/04/08: Financial Officer (Slovak)**
- 5. Reference: JTS – PL-SK/05/08: Project Officer**
- 6. Reference: JTS – PL-SK/06/08: Project Officer (Slovak)**
- 7. Reference: JTS – PL-SK/07/08: Information Officer**
- 8. Reference: JTS – PL-SK/08/08: Office Assistant**

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 applicants until the project is finished. The JTS assists to the Managing Authority (MA), the Certifying Authority (CA), the Audit Authority (AA), the Monitoring Committee (MC) in carrying out their respective duties.

The Joint Technical Secretariat will be located in **Krakow, Poland**.

Candidates for all positions should be able to demonstrate strong organizational, IT, communication and interpersonal skills and have the ability to handle a wide and varied workload. Candidates are expected to have thorough understanding of economic, social and physical development issues at EU, national, regional and local level of the Programme area.

## **Terms of employment**

The positions are based on a full-time contract under Polish law. The positions are linked with the programming period of the Cross-border co-operation Programme Republic of Poland – Slovak Republic 2007 – 2013 (PL-SK). The programme have started in 2007 and will last until the end of 2015.

## **Salaries**

The competitive salary will be related to qualifications, experience, and the costs generated by the fact of living abroad in case of Slovak employees.

## **APPLICATION:**

Interested applicants for above positions should submit the following:

1. Curriculum Vitae with a passport-size photograph.
2. A cover letter of no more than two pages, briefly describing the suitability of the candidate for the position in relation to the tasks and qualifications relevant to the post; moreover, please declare the Reference number on the cover letter.
3. Proof of education, professional experience and language knowledge.
4. The following signed statement: I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Act on Personal Data Protection (Dz. U. nr 133, poz.883 of 21 August 1997).

### All the documents shall be submitted in English

The applications should be submitted by registered mail or courier service directly to the following address:

1. Cooperation Fund Foundation

Dział Kadr i Płac

ul. Górnośląska 4A

00-444 Warszawa

POLAND

Please declare on the envelope the Reference Number.

Moreover, the applications should be also send by e-mail to the following address:

[dolszewski@cofund.org.pl](mailto:dolszewski@cofund.org.pl)

## **THE CLOSING DATE FOR ABOVE POSITIONS: 20 May 2008.**

**Only those applications received by the closing date to this vacancy announcement will be eligible for consideration.**

Interviews with short listed candidates will be held in English, at the end of May 2008 in Warsaw.

For further questions or information please contact Dariusz Olszewski – e-mail address: [dolszewski@cofund.org.pl](mailto:dolszewski@cofund.org.pl)

## [Reference: JTS – PL-SK/01/08: Head of the JTS](#)

### ***Responsibilities of the Head of the Joint Technical Secretariat for the PL-SK Programme***

The **Head of the JTS** bears overall responsibility for the work of the JTS. He/she ensures that all the tasks of the JTS laid down in the PL-SK Programme are completed in due time and with proper quality. The head also supervises if the JTS works in line with all EU and national regulations and Programme procedures.

### ***Example tasks of the Head of the Joint Technical Secretariat:***

- co-ordinating and prioritizing the tasks of the JTS and organizing its daily work;
- providing Programme management support;
- co-ordinating, staffing and motivating the JTS staff in the pursuance of the defined objectives;
- providing technical support for the Monitoring Committee incl. participation at the MC meetings;
- ensuring that necessary Programme and/or project documentation (minutes, reports, etc) are prepared;
- developing and maintaining effective relationship with the different stakeholders of the Programme at national, regional or local level;
- co-ordinating the project assessment procedure;
- holding the responsibility to prepare individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting projects results;
- co-ordinating, together with the MA, the development and implementation of the communication plan for the Programme;
- ensuring efficient and rapid information flow between the implementation bodies of the Programme and project implementation, as well as reporting about the progress in Programme implementation;
- representing the PL-SK Programme at different Programme events,
- working meetings, as well as any other meeting at the EU, national, regional and local levels;
- co-ordinating the organization of events (training seminars, workshops, conferences, etc) related to the issues of the Programme;
- co-ordinating the works (incl. division of tasks) of the Info Points located in Slovak Republic and polish Regional Contact Points.
- performing other relevant duties deriving from the management of the Programme.

### ***Profile and qualifications of the Head of the Joint Technical Secretariat***

#### **Education and professional experience**

- university degree;
- at least 4 years of experience in EU funded Programme implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);

- at least 2 years of experience in team leading;
- experience in financial management;
- experience in working in an international environment;
- ability to work under stress conditions.

### **Competencies**

- knowledge of European Union regional policy;
- in-depth knowledge of the social and economic features of the PL-SK Programme area;
- ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- analytical, problem-solving and good negotiation and communication skills.

### **Languages**

Fluency in spoken and written English.

Knowledge of Polish or Slovak language will be considered as an additional asset.

### **[Reference: JTS – PL-SK/02/08: Programme Officer](#)**

#### ***Responsibilities of the Programme Officer:***

The **Programme Officer** will be responsible for the implementation of the PL-SK Programme. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues to the applicants.

#### ***Example tasks of the Programme Officer according to the main JTS tasks:***

- providing Programme management support, what includes the preparation and implementation of decision taken at the MC meetings, drafting of minutes, development of programme documents, etc;
- ensuring that monitoring reports and information on project and Programme progress and implementation are provided to the MA;
- informing the MA and the MC on the Programme implementation;
- facilitating the project generation process (e.g. providing assistance to potential project beneficiaries in their partner search and the development of their project ideas);
- analyzing and appraising of the project applications;
- providing technical support during the project application phase;
- supporting of the project applications assessment submitted during calls for proposals and preparing the list of projects (with recommendations for approval) and then the respective decisions of the Monitoring Committee;
- coordinating of individual Subsidy Contracts preparation for approved projects;
- analysing, capitalising and promoting project results;
- informing the MA/MC if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other problem requires resolution;
- preparing annual reports to the European Commission;

- being actively involved in the implementation of Programme support activities, incl. participating and contribute to project/Programme seminars and conferences as appropriate;
- co-ordinating the maintenance of the Programme database.

### ***Profile and qualifications of the Programme Officer of the Joint Technical Secretariat***

#### **Education and professional experience**

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Economics, Regional Development, Public Administration or other related fields;
- at least 2 years of experience with the administration of Structural Funds and/or EU programme / or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- experience in management of projects co-financed from the EU;
- ability to work under stress conditions,

#### **Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills.

#### **Languages**

Advanced in spoken and written English.

Knowledge of Slovak language will be considered as an additional asset.

### **[Reference: JTS – PL-SK/03/08: Financial Officer](#)**

#### ***Responsibilities of the Financial Officer of the Joint Technical Secretariat***

The **Financial Officer** will be responsible for the financial monitoring of the PL-SK projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues to the applicants and coordinating financial issues on the Programme level.

#### ***Example tasks of the Financial Officer according to the main JTS:***

- being responsible for financial management of the Programme;
- acting as a contact person and advisor for financial aspects of the projects co-financed by the Programme, providing support and advice to the Lead Beneficiaries, concerning contract implementation, eligibility of expenditure and financial reporting;
- analyzing and appraising project applications;
- preparing individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting project results;
- collecting and reviewing financial reports submitted by the project partners;

- advising the Lead Beneficiaries if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- managing major budget reallocations in the projects;
- reporting on financial progress of the projects, in order to allow financial monitoring at Programme level;
- assisting in the technical implementation of the Programme;
- preparing input to the annual implementation report;
- assisting in servicing to Monitoring Committee meetings;
- providing Programme management support, what includes the preparation and implementation of decision taken at the MC meetings, drafting of minutes, development of Programme documents, etc.;
- maintaining of the Programme database;
- participating and contributing to information and promotion activities (eg. training seminar, workshops, partner search forums).

***Profile and qualifications of the Financial Officer of the Joint Technical Secretariat***

**Education and professional experience**

- university degree, preferably in Finances, Economics, European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or related fields;
- at least 2 years of experience with the financial administration of Structural Funds and/or EU Programme/or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- ability to work under stress conditions.

**Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills;
- experience in financial management and budgeting, preferably in cross-border, transnational and interregional co-operation programmes (will be considered as an asset).

**Languages**

Advanced in spoken and written English.

Knowledge of Slovak language will be considered as an additional asset.

**Reference: JTS – PL-SK/04/08: Financial Officer (Slovak)**

***Responsibilities of the Financial Officer of the Joint Technical Secretariat***

The **Financial Officer** will be responsible for the financial monitoring of the PL-SK projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues to the applicants and coordinating financial issues on the Programme level.

***Example tasks of the Financial Officer according to the main JTS:***

- being responsible for financial management of the Programme;
- acting as a contact person and advisor for financial aspects of the projects co-financed by the Programme, providing support and advice to the Lead Beneficiaries, concerning contract implementation, eligibility of expenditure and financial reporting;
- analyzing and appraising of project applications;
- preparing individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting project results;
- collecting and reviewing financial reports submitted by the project partners;
- advising the Lead Beneficiaries if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- managing major budget reallocations in the projects;
- reporting on financial progress of the projects, in order to allow financial monitoring at Programme level;
- assisting in the technical implementation of the Programme;
- preparing input to the annual implementation report;
- assisting in servicing to Monitoring Committee meetings;
- providing Programme management support, what includes the preparation and implementation of decision taken at the MC meetings, drafting of minutes, development of Programme documents, etc;
- maintaining of the Programme database;
- participating and contributing to information and promotion activities (eg. training seminar, workshops, partner search forums).

***Profile and qualifications of the Financial Officer of the Joint Technical Secretariat***

**Education and professional experience**

- university degree, preferably in Finances, Economics, European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or related fields;
- at least 2 years of experience with the financial administration of Structural Funds and/or EU Programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- ability to work under stress conditions.

## **Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills;
- experience in financial management and budgeting, preferably in cross-border, transnational and interregional co-operation programmes (will be considered as an asset).

## **Languages**

Advanced in spoken and written English.

Knowledge of Polish language will be considered as an additional asset.

## **Reference: JTS – PL-SK/05/08: Project Officer**

### ***Responsibilities of the Project Officer of the Joint Technical Secretariat***

The **Project Officer** will be responsible for the monitoring of a portfolio of the PL-SK projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues. The general tasks at this post are those associated with this role, such as project assessment and project monitoring.

### ***Example tasks of the Project Officer according to the main JTS tasks:***

- facilitating the project generation process (e.g. providing assistance to potential project beneficiaries in their partner search and the development of their project ideas);
- providing technical support during the project application phase;
- analyzing and appraising of project applications;
- assessing project applications submitted during calls for proposals and preparing the list of projects (with recommendations for approval) and then the respective decisions of the Monitoring Committee;
- preparing individual Subsidy Contracts for approved projects;
- acting as a contact person and advisor for all the aspects of the selected projects, providing support and advice to the Lead Beneficiaries, concerning contract implementation;
- advising the Lead Beneficiary if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- collecting and reviewing progress reports submitted by the project partners;
- providing monitoring reports and information on project and programme progress and implementation to the MA;
- analysing, capitalising and promoting project results;
- assisting with the technical implementation of the Programme;
- preparing of annual reports to the European Commission;



- providing Programme management support, what includes the preparation and implementation of decision taken in the MC, drafting of minutes, development of programme documents, etc;
- being actively involved in the implementation of other Programme support activities like partnership search events or quality forums, incl. participating and contributing to project seminars and conferences as appropriate;
- organising and contributing to Lead Beneficiary seminars concerning legal and financial matters;
- maintaining of the Programme databases.

### ***Profile and qualifications of the Project Officer of the Joint Technical Secretariat***

#### **Education and professional experience**

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Economics, Public Administration or other related fields.
- at least 2 years of experience with the administration of Structural Funds and/or EU programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- experience in working in an international environment;
- ability to work under stress conditions.

#### **Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills.

#### **Languages**

Advanced in spoken and written English.

Knowledge of Slovak language will be considered as an additional asset.

#### **[Reference: JTS – PL-SK/06/08: Project Officer \(Slovak\)](#)**

### ***Responsibilities of the Project Officer of the Joint Technical Secretariat***

The **Project Officer** will be responsible for the monitoring of a portfolio of the PL-SK projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues. The general tasks at this post are those associated with this role, such as project assessment and project monitoring.

#### ***Example tasks of the Project Officer according to the main JTS tasks:***

- facilitating the project generation process (e.g. providing assistance to potential project beneficiaries in their partner search and the development of their project ideas);
- providing technical support during the project application phase;
- analyzing and appraising of project applications;

- assessing project applications submitted during calls for proposals and preparing the list of projects (with recommendations for approval) and then the respective decisions of the Monitoring Committee;
- preparing individual Subsidy Contracts for approved projects;
- acting as a contact person and advisor for all the aspects of the selected projects, providing support and advice to the Lead Beneficiaries, concerning contract implementation;
- advising the Lead Beneficiary if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- collecting and reviewing progress reports submitted by the project partners;
- providing monitoring reports and information on project and programme progress and implementation to the MA;
- analysing, capitalising and promoting project results;
- assisting with the technical implementation of the Programme;
- preparing of annual reports to the European Commission;
- providing Programme management support, what includes the preparation and implementation of decision taken at the MC meetings, drafting of minutes, development of programme documents, etc;
- being actively involved in the implementation of other Programme support activities like partnership search events or quality forums, incl. participating and contributing to project seminars and conferences as appropriate;
- organising and contributing to Lead Beneficiary seminars concerning legal and financial matters;
- maintaining of the Programme databases.

### ***Profile and qualifications of the Project Officer of the Joint Technical Secretariat***

#### **Education and professional experience**

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or other related field.
- at least 2 years of experience with the administration of Structural Funds and/or EU programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- experience in working in an international environment;
- ability to work under stress conditions.

#### **Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills.

#### **Languages**

Advanced in spoken and written English.

Knowledge of Polish language will be considered as an additional asset.

### **Reference: JTS – PL-SK/07/08: Information Officer**

#### ***Responsibilities of the Information Officer of the Joint Technical Secretariat***

The Information Officer will assist the Head of the JTS in fulfilling tasks in the fields of information, publicity and coordination.

#### ***Example tasks of the Information Officer according to the main JTS:***

- promoting and providing information about the Programme and its objectives;
- drafting of the annual Information and Publicity Plan for the Programme;
- being responsible for implementation of the Communication Plan and annual Information plans;
- being responsible within the JTS for information and promotion activities (those to be carried out by the JTS alone and those to be carried out in co-operation with other institutions involved in the Programme implementation, especially Contact Points in Slovak republic and Regional Contact Points in Poland);
- being responsible for management, development, and maintenance of the Programme's website;
- assisting in arranging/monitoring outside-events in connection with TA activities (meetings, forums, presentations);
- administrating of calls for proposals/jobs/services applications (printing of information material, advertisements, calls for project proposals etc.);
- advising Lead Beneficiaries and other programme actors regarding opportunities and obligations for information and publicity;
- promoting project results;
- assisting the compilation and distribution of information material (leaflets, press releases);
- organising and contributing to Lead Beneficiary seminars;
- organising project/Programme seminars and conferences as appropriate;
- being actively involved in the implementation of other Programme support activities like partnership search events or quality forums;
- assisting and contributing to the drafting of the annual progress reports to the EC;
- co-ordinating works of the Slovak Info Points and Polish Regional Contact Points.

#### ***Profile and qualifications of the Information Officer of the Joint Technical Secretariat***

##### **Education and professional experience**

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration, Public Relations or other related fields;
- experience with the PR activities;

- ability to work under stress conditions.

### **Competencies**

- excellent computer skills, including MS Office, Corel, Internet;
- experience in information and promotion activities, preferably in cross-border, transnational and interregional co-operation programmes (will be considered as an asset);
- very good communication skills;
- creative and problem-solving oriented;
- driving license.

### **Languages**

Advanced in spoken and written English.

Knowledge of Slovak language will be considered as an additional asset.

### **Reference: JTS – PL-SK/08/08: Office Assistant**

#### ***Responsibilities of the Office Assistant of the Joint Technical Secretariat***

The Office Assistant will provide support to the JTS administration.

#### ***Example tasks of the Office Assistant according to the main JTS tasks:***

- ensuring the secretarial support to the whole JTS;
- managing office supply and liaise with local and international suppliers, etc;
- organising JTS missions, travel and accommodation;
- being responsible for files keeping and archives;
- contributing to editing relevant documents;
- supporting to the organization of Programme/JTS meetings.

#### ***Profile and qualifications of the Office Assistant of the Joint Technical Secretariat***

##### **Education and professional experience**

- university degree;
- experience in office administration;
- knowledge of European Union subject matter;
- ability to work under stress conditions.

##### **Competencies**

- excellent computer skills, including MS Office, Internet;
- very good communication skills;
- creative and problem-solving oriented;
- good organization skills.

**Languages**

Advanced in spoken and written English.

Knowledge of Slovak language will be considered as an additional asset.