

Recruitment of the employee of the Joint Technical Secretariat for Cross-Border Cooperation Programme Poland-Belarus-Ukraine 2007-2013

The main aim of the CBC Programme Poland-Belarus-Ukraine 2007-2013 financed by the European Union is support for the cross-border development processes.

The Joint Technical Secretariat (*JTS*) located in Warsaw is looking for a candidate for the post (*full time*) of:

Project Manager responsible for Programming and Project Management

Duties:

Responsibility for day-to-day contact with the Programme applicants, inter alia: information and support for the potential applicants, advice and training of the applicants during the call for proposals, supervision and coordination of the work of the Joint Technical Secretariat's Branch Offices.

Examples of tasks:

1. Cooperation with national institutions from Poland, Belarus and Ukraine regarding the implementation of the Cross-Border Cooperation Programme Poland-Belarus-Ukraine 2007-2013;
2. Development of the documents necessary for the call for proposals and implementation of the Programme;
3. Information and promotion activities (*eg. trainings, workshops and meetings for potential applicants*);
4. Preparation of the grant contracts and reports on Programme and project implementation;
5. Support for the Joint Monitoring Committee and the Evaluation Committees of the Programme;
6. Supervision and coordination of the work of the Joint Technical Secretariat Branch Offices located in Lviv/Brest.

Profile and qualifications of the specialist responsible for Programming and Project Management:

Essential requirements:

1. Higher education (*university degree*);
2. At least 2 years of work experience in the field of administration and/or implementation of the programmes/projects financed by the EU (*preferable: INTERREG, Phare CBC, Tacis CBC*);
3. Knowledge of the procedures from the Practical Guide to contract procedures for EC external actions (*grants*);
4. Languages: fluent Russian (*spoken and written*); very good English (*spoken and written*)

Skills and abilities:

1. Negotiation and communication skills;
2. Ability to cope with stress situations;
3. Team worker;
4. Travel proof.

Additional requirements:

1. Experience in working in the international environment;
2. Experience in organisation of trainings and promotional events;
3. Knowledge of Belarusian language (*spoken and written*);
4. Driving license.

Documents:

Candidates interested in applying for the post should submit the following 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.133, item 883*);
2. Cover letter;
3. Copies of documents proving qualifications.

Applications should be submitted in English personally, by post or by courier to the following address:

Center for European Projects
Chałubińskiego Street 8
00-613 Warszawa
Floor 18
Room 1823

On the envelope please write the following text „*JTS PL-BY-UA Specialist responsible for Programming and Project Management*”.

Documents should be sent until **27th of March**.

Only applications sent within the deadline will be subject to the examination.

