



**Vacancy announcement:
Project Manager
(replacement – until 30 December 2016)
Reference: CPE-VI-1/2016
at the Joint Technical Secretariat
of the Cross-border Cooperation
Programme Poland-Belarus-Ukraine
2007-2013 in Warsaw, Poland**

The Programme

The Cross-border Cooperation Programme Poland-Belarus-Ukraine 2007-2013 is one of two ENPI CBC programmes managed by the Polish Ministry of Economic Development of Poland. It provides opportunity to utilise full social and economic potential of the 14 border regions: Hrodna, Brest, Minsk, Gomel Oblasts (Belarus), Volyn, Lviv, Zakarpattia, Rivne, Ivano-Frankivsk and Ternopil Oblasts (Ukraine) and Podlaskie, Mazowieckie (partly), Lubelskie, Podkarpackie Provinces (Poland). The objectives are being realised through 117 projects implemented within three priorities.

The Joint Technical Secretariat has been established by the Joint Managing Authority in order to ensure the daily management of the Programme. The team of the Secretariat assists the decision-making bodies of the Programme, provides advice to project implementers, monitors the progress of running operations, receives and verifies the requests for payments and reports submitted by the beneficiaries, carries out on the spot checks. At the same time the Secretariat implements the information and communication plan of the Programme.

The Secretariat is hosted by the Center of European Projects (CPE), a Polish state-budget unit established by the Minister for Regional Development for the purpose of supporting the implementation of European programmes: www.cpe.gov.pl. The Programme language is English.



Financed by the European Union
under the European Neighbourhood
and Partnership Instrument.



PL-BY-UA
2007-2013

Purpose of the position

The Secretariat is looking for a reliable, committed and open-minded Project Manager, enthusiastic to join a dynamic team in an international environment. Within the team of Project Officers, the chosen candidate will be responsible for day-to-day contact with the project beneficiaries (with an emphasis on stakeholders located in Belarus).

Tasks of the selected candidate will involve:

- Monitoring project implementation progress, including verification of project reports and monitoring visits;
- Supporting the beneficiaries in financial closure and settlements of the projects implemented in the countries covered by the Programme;
- Cooperation with the Joint Managing Authority in financial verification of the received reports;
- Cooperation with the institutions from Poland, Belarus and Ukraine and the Joint Monitoring Committee: elaborating documents concerning decision process, statistic data sheet on Programme level etc;
- Development of the documents necessary for implementation of the Programme;
- Prepare reports on Programme implementation (e.g. Annual report, thematic reports on the Programme implementation);
- Preparation and participation in project development and implementation activities (trainings, seminars, open days).
- Preparation and active participation in Programme implementation events (conferences, seminars, workshops);

What do we offer

The chosen candidate will be recruited at the earliest possible date. She/he will be offered a temporary replacement employment contract under Polish law until 30 December 2016.

In the light of the overall living costs in Warsaw, Poland, the selected 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).

The international working environment of the Secretariat acknowledges performance, teamwork and initiative, accompanied the development of personal development plans.

Necessary qualifications

- Higher education – desirably in the field of economy or similar;
- Minimum 3 years of documented working period in the management and/or implementation of the programmes and/or projects part-financed from the structural funds or other EU programmes;
- Practical knowledge of rules and requirements concerning the realisation of projects financed from the structural funds or other EU programmes;
- Fluent knowledge of English (spoken and written);
- Fluent knowledge of Russian (spoken and written);
- Computer literacy (MS Office, Internet);
- Ability to work in team, scrupulosity;
- Availability.



Desirable qualifications

- Knowledge of accounting and book-keeping law, including public financing;
- Experience of working in the financial department,
- Knowledge of the procedures of the Practical Guide to Contract Procedures for EU External Actions (PRAG), with the special emphasize of the grant scheme;
- Knowledge of the Cross-border cooperation programmes and respective EU regulations;
- Work experience in the international environment;
- Experience in conducting public procurements in Belarus;
- Knowledge of Belarusian law;
- Knowledge of other languages relevant to the Programme needs (preferably Polish, Ukrainian or Belarusian);
- Driving licence (B).

Required documents

- Cover letter in English of not more than one page, explaining the motivation and suitability of the candidate for the vacant position;
- Curriculum Vitae (CV) in English with the following declaration signed by the candidate: "I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Law on Personal Data Protection of 29 August 1997 – Journal of Laws of the Republic of Poland of 2014, item 1182 as amended)". **Please note that applications without above statement will be not considered;**
- 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 stating the above given reference number, including all required documents, must be submitted in English by email **till 31 July 2016, 24:00 CET**, to the following email addresses: **rekrutacja@cpe.gov.pl** and **pawel.slowikowski@cpe.gov.pl**.

Additional information

- Incomplete applications as well as applications without the above given reference number and/or the statement on personal data protection will not be considered.
- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- The selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish).
- The interviews will be held in the middle of August. The selected candidate is expected to take the duty as soon as possible, preferably from the 1 September.
- Only selected shortlisted candidates will be contacted.
- The submitted application documents will not be returned.
- For any further questions on the process and working conditions, please contact Ms. Justyna Byczek:
rekrutacja@cpe.gov.pl
- For any further questions or information on the scope of the position, please contact Mr. Paweł Słowikowski:
pawel.slowikowski@cpe.gov.pl

We inform that applications may be also forwarded to the institutions involved in the implementation of the Programme i.e.: the Ministry of Economic Development in Poland, Ministry of Economic Development and Trade of Ukraine and Ministry of Foreign Affairs in Belarus.



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