

The Cross-border Cooperation Programme Interreg Poland – Slovakia

is looking for dynamic, enthusiastic and committed candidates for

the Administrative Officer position in Kraków

Reference: JTS PL-SK/6/2018

Number of vacancies: 1
Place of work: Krakow, Republic of Poland

The Interreg V-A Poland-Slovak Republic 2014-2020 in a nutshell

The Interreg V-A Poland – Slovakia 2014-2020 is one of the “Cross Border” programmes implemented under the European Territorial Cooperation. It aims at supporting the development of the border region between Poland and Slovakia and at helping to intensify the cross-border cooperation in the area of: (1) preserving and protecting the natural and cultural heritage, (2) promoting sustainable transport and removing bottlenecks in key network infrastructures and (3) investing in education, training and vocational training for skills and lifelong learning. To learn more please visit www.plsk.eu.

Working in an international environment – the Joint Technical Secretariat in Krakow, Poland

Located in Krakow, the historic royal city in the south of Poland, the Joint Technical Secretariat (JTS) is responsible for the day-to-day management of the Programme, assessing the project applications submitted for financing, as well as monitoring the implementation of the Programme. The JTS provides assistance to Polish and Slovak beneficiaries implementing the joint projects and also promotes the Programme and disseminates information about its results.

Who we are looking for

The JTS is looking for reliable, committed and open-minded person, enthusiastic to work in an international environment, willing to contribute to development of the border regions on the Polish-Slovak border and seeking opportunities to develop his/her career within the EU founded institutions.

The selected candidate will participate in execution of the operational duties of the JTS including namely:

- Daily administrative and organizational coordination of the JTS:
 - a) preparing internal documents, notes, reports;
 - b) archiving documents and maintaining administrative records;
 - c) registering correspondence including project applications;
 - d) organizing meetings internal and with the Programme stakeholders;
 - e) contacting Programme applicants/beneficiaries as regards offering basic information on the Programme and referring to relevant JTS officers;
 - f) participating in seminars and conferences on issues related to JTS activities.
- Basic HR related duties:
 - a) keeping time records of the JTS personnel;
 - b) organizing duty trips and accommodation as well as settling duty trips of JTS personnel.
- Basic financial duties:
 - a) preparing budget requests and participating in planning of the JTS annual budget;
 - b) preparing JTS monthly, quarterly and annual budget follow ups;

c) preparing public procurement documents, in line with the Polish public procurement law.

What do we offer

- Career development within the dynamic and committed team of people willing to improve the lives of Polish and Slovak inhabitants of cross-border areas.
- Work contract under the Polish law.
- Competitive remuneration package, determined individually based on the candidate's qualifications, experience in accordance with the *Polish Regulation of the Minister of Labour and Social Policy dated 30th April 2008, on remuneration conditions and granting other work-related benefits to the employees of selected state budget-financed institutions* (Journal of Laws of the Republic of Poland of 2008, No. 82, item 495, with later amendments) and acknowledging performance, teamwork and initiative;
- Professional development opportunities through individually planned training and education scheme;
- Possibility of participation in the EU initiatives such as Interact and Interreg working groups and trainings;
- Compensation of the costs generated by the fact of living abroad (for foreigners).

I. Essential qualifications:

- University degree;
- fluency in Polish (both spoken and written) and communicative knowledge of English;
- excellent editorial and analytical skills;
- excellent communication skills;
- excellent computer skills with respect to MS Office;
- ability to work under pressure and meet tight deadlines.

II. Additional assets:

- basic knowledge of Slovak language;
- experience in office management;
- knowledge of public procurement rules;
- experience in project / programme management.

IV. Required documents:

1. CV.
2. A cover letter of no more than two pages, briefly describing the suitability of the candidate in relation to the tasks and qualifications relevant to the post;
3. Copies of documents proving education and professional experience.

Applications in English stating the reference number, including all required documents, must be submitted to the Centrum Projektów Europejskich office in Warsaw **by 30th September 2018** by post on the following address:

**Centrum Projektów Europejskich
ul. Domaniewska 39 A
02-672 Warszawa**

or by e-mail to: rekrutacja@cpe.gov.pl

Please send the following statement with the documents:

I hereby authorize Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str. to process my personal data strictly for recruitment purposes in accordance with the Law on Personal Data Protection of 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 and Regulation (EU)

2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection).

Furthermore, I declare that I have been informed that:

- the administrator of my personal data collected on the basis of this consent is Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str.;
- collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion;
- I have the right to access my personal data and request their correction or removal;
- I was informed that my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Economic Development in Poland and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (the Ministry of Agriculture and Rural Development of the Slovak Republic) in Bratislava.

Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered!

At any time, you can withdraw your consent by contacting us at: iod@cpe.gov.pl

The interviews with selected candidates are planned on 10th October 2018.

Additional information:

- We would like to inform that institutions involved in the implementation of the Programme i.e.: Ministerstwo Inwestycji i Rozwoju (the Ministry of Investment and Economic Development) in Warsaw, and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (the Ministry of Agriculture and Rural Development of the Slovak Republic) in Bratislava are also involved in the recruitment process.
- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- The selected candidates will be obligated to provide documents confirming university degree and professional experience (translated into Polish).
- Only selected shortlisted candidates will be contacted.
- The submitted application documents will not be returned.
- For any further information please contact. Ms. Justyna Byczek at the following address:
Justyna.Byczek@cpe.gov.pl, cc:dominika.wieczorek@cpe.gov.pl.

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