

Vacancy announcement for the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

The Joint Secretariat (JS) of the Interreg V-A Hungary-Croatia Co-operation Programme is recruiting a **Financial and Office Manager** to its headquarters in Budapest. The JS is responsible for the day-to-day management of the EU-funded programme and it supplies potential applicants with information, provides advice during the application process, and it accompanies the selected beneficiaries from the beginning of implementation until project closure and beyond.

The JS assists the Managing Authority, the Monitoring Committee and, where appropriate, the Audit Authority and the Certifying Authority in carrying out their respective duties. The tasks of the JS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection. The JS works in close co-operation with the Managing Authority while being independent from the national administrative structures of Hungary and of Croatia. The official working language of the Programme is English.

The Financial and Office Manager works with programme- and project level financial issues, as well as daily administration tasks of the JS, mainly the procurement procedures and related invoices of the JS. For the specification of the job profile and a detailed description of tasks please refer to Appendix 1 of the present vacancy announcement.

The deadline for applications is 27 May 2016, 17.00 CET

Interested applicants have to submit a curriculum vitae (CV) in English, with photo and in PDF format, a typed motivation letter in English (signed and scanned) and proof of education and language knowledge (scans of original documents). These documents will form the basis of the initial stage of selection. Potential candidates will be asked to attend an interview in English. The final decision on the selection will be taken by a committee composed of the Head of JS, the Hungarian National Authority (Prime Minister's Office), the Croatian National Authority (Ministry for Regional Development and EU Funds) and the hosting institution of the JS (Széchenyi Programme Office).

The application should be submitted **in electronic format to:**

<p style="text-align: center;">Head of JS Hungary-Croatia Joint Secretariat E-mail address: szucs@huhr-cbc.com The subject of the e-mail should be: 'HU- HR JS Financial and Office Manager'</p>
--

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

The selected candidates will be employed on a contractual basis with trial period. The contract will be based on Hungarian labour law. A competitive salary with allowances will be calculated in accordance to qualifications and experiences.

For further information on the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020 is available at www.huhr-cbc.com.

Appendix 1: Financial and Office Manager – Tasks

1. Project implementation

- Manage contracting with Lead Beneficiaries (LB-s);
- Assist LB-s throughout project implementation: acting as advisor for the selected projects;
- Collect and review content- and financial reports elaborated by LB-s and advise them if progress is not on schedule;
- Co-operate with the Programme Manager(s) assigned to the same project in the JS in order to facilitate project implementation and control thereof;
- Continuously monitor smooth project implementation, provide solution to practical problems (e.g. content modifications, procurement issues).

2. Programme implementation

- Fulfil secretariat tasks for the Monitoring Committee (MC): prepare relevant material for decision-making, provide information to the MC members;
- Participate in project generation and selection according to the assessment rules in force in the Programme;
- Prepare statistics and monitoring figures at programme level for the MC, the Managing Authority, the National Authority and the European Commission;
- Prepare reports on progress of implementation (e.g. annual reports, ad hoc financial reports), including the financial progress of the projects, as well as thematic reports on progress achieved;
- Enter information to the Programme's monitoring system and extract data from the system.

3. Other activities

- Ensure the administrative management of tasks (with the involvement of external service providers);
- Co-operate within the hosting institution related to the management of procurements of the JS (i.e. manage procurement procedures and invoicing and payment procedures inside the company, in co-operation with other departments involved in the process);
- Perform other relevant duties deriving from the management of the Programme.

4. Basic requirements

- Relevant university degree (preferably in economics);
- At least 3 years demonstrated experience in EU-funded programme or project management (preferably Structural Funds, ETC / INTERREG, pre-accession funds);



Hungary-Croatia
Cross-border Co-operation Programme



- Fluent in spoken and written English, as well as in Croatian and/or Hungarian;
- Computer literacy;
- Flexible approach to work, willingness to travel;
- Driving license;
- Excellent communication and negotiation skills and organising ability.

5. *Assets*

- Experience in one of the Specific Objectives of the Programme;
- Knowledge of and experience with procurement legislation (Hungarian or Croatian procurement law, PraG);
- 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 the delivery of high-quality results to tight deadlines.