

**Vacancy announcement for the  
Hungary-Croatia IPA Cross-border Cooperation Programme 2007-2013**

The Joint Technical Secretariat (JTS) of the Hungary-Croatia IPA CBC Programme is recruiting a **Programme Manager**.

The JTS is responsible for day-to-day programme management, it supplies potential applicants with information and it accompanies the beneficiaries and their projects from the beginning of implementation until project closure and beyond. The JTS works in close co-operation with the Managing Authority while being independent from the national administrative structures.

The JTS assists the Managing Authority, the Joint Monitoring Committee and, where appropriate, the Audit Authority and the Certifying Authority in carrying out their respective duties. The tasks of the JTS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection.

The Programme Manager will mainly be responsible for the monitoring and control of the progress of implementation of approved projects. 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 17:00 CET on 22 August 2012.**

Interested applicants have to submit an English curriculum vitae with photo, a typed motivation letter in English, and scanned proof of education and language knowledge. 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 the Head of JTS in consultation with the Managing Authority (National Development Agency) as well as with the National Authority of Croatia (Ministry of Regional Development and EU Funds).

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

**VÁTI Nonprofit Ltd.**  
**Joint Technical Secretariat, Hungary-Croatia IPA CBC Programme**  
**E-mail address: [allas4@vati.hu](mailto:allas4@vati.hu)**

**The subject of the E-mail should be 'HU-HR JTS Programme Manager'.**

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

The selected candidate will be employed on a permanent contract basis with a trial period of three months. The contract will be based on Hungarian labour law; therefore in case the successful applicant has non-EU citizenship, he/she will have to obtain a work permit issued

by the Budapest Labour Center and a residence permit issued by the Office of Immigration and Nationality in order to hold the position. A competitive salary with allowances will be calculated in accordance to qualifications and experiences. The JTS is located in Budapest, Hungary.

Further information on the Hungary-Croatia IPA Cross-border Cooperation Programme 2007-2013 is available at <http://www.hu-hr-ipa.com/>.

## **Appendix 1: Programme manager – Main tasks, requirements and assets**

### *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 progress and financial reports elaborated by LB-s and advise them if progress is not on schedule;
- Continuously monitor smooth project implementation, provide solution to practical problems (e.g. public procurement, content modifications).

### *2. Programme implementation*

- Fulfil secretariat tasks for the Joint Monitoring Committee (JMC): prepare relevant material for decision-making, provide information to the JMC members;
- Prepare statistics and monitoring figures at programme level for the JMC, the Managing Authority, the National Authority and the European Commission; prepare minutes of meetings;
- Prepare reports on progress of implementation (e.g. annual reports), including financial progress of the projects, as well as thematic reports on progress achieved;
- Provide information to the Programme's monitoring system.

### *3. Other activities*

- Ensure the administrative management of tasks (with the involvement of external service providers);
- Perform other relevant duties deriving from the management of the Programme.

### *4. Basic requirements*

- Relevant university degree (preferably in economics, public administration or related field);
- At least 1 year demonstrated experience in EU funded programme or project management (preferably Pre-Accession Funds, Structural Funds, INTERREG);
- 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 managerial and communication skills, negotiation skills and organising ability.

### *5. Assets*

- Experience in one of the intervention areas of the Programme;

- Knowledge of and experience with the Practical Guide to contract procedures for EC External Actions (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.