**Job description – Head of JTS**

**Position**: Head of Joint Technical Secretariat (hereinafter “the JTS”) for IPA Cross-Border Programme Croatia – Serbia 2007-2013 (hereinafter referred to as “the programme”)

**Location**: JTS Headquarters in Zagreb, JTS antenna in Sremska Mitrovica

**A Overall objective**

Technical assistance under the programme will be made available via a direct award grant contracts concluded between the relevant Contracting Authorities and the related Operating Structures (such contracts hereinafter referred to as “TAGCs”). These grant contracts will financed a) the members of the JTS, b) any related costs not covered by contracts (e.g. travel costs), c) other specific supply or services contracts concluded for activities not to be performed by JTS staff (e.g. evaluations of the programme).

In line with the TAGCs and the relevant documents and procedures agreed between the participating countries (Protocol of Joint Management, JMC RoP, Manual of Procedures for the JTSs) and between the participating countries and the European Commission (Framework Agreements, Financing Agreements, the relevant Cross-Border Cooperation Programme), the Head of the JTS shall be responsible for:

* Planning, organising, assigning and supervising the work of all staff employed under TAGCs (primarily JTS staff, but also any sub-contractors)
* Ensuring that all activities and outputs in TAGCs and other relevant documents are produced on time and in an adequate quality (see section B below)
* Maintaining and smooth and regular communication with all bodies concerned (i.e. potential applicants, beneficiaries, the Operating Structures and Contracting Authorities in both countries); formally, however, the Head of the JTS will report to a Task Manager appointed by each Operating Structure for liaison with the JTS
* Making proposals for amendments to programme documents or procedures to the relevant Operating Structures (to be contained in Annual Implementation Reports or equivalent)

Given that the Head of the JTS shall be responsible for the delivery of activities and outputs under TAGCs, it is anticipated that the role will primarily involve organisational/administrative and oversight issues (e.g. preparing the JTS work plans, reports on TAGCs and control of work prepared by JTS Task Managers). However, given the amount of work it is also expected that the Head of the JTS shall take on certain substantive tasks; it will be up to the Head of the JTS to organise an efficient split of duties amongst the JTS team.

Given that the JTS comprises a Headquarters and an antenna, and given that each contract has to be visited, a certain amount of travel can be expected.

**B Responsibilities and tasks**

Managing technical assistance

* Ensure the planning and organisation of work under TAGCs for 3 years ahead on an annual rolling basis; such planning and organisation to be contained in the JTS work plan and to include a reviews of staff level against existing and foreseen workloads and proposed budgets for future years
* Ensure the implementation of activities and outputs under TAGCs (quality, deadlines); such implementation to be recorded in 4-monthly reports monthly financial progress of each TAGC and timesheets for each JTS member of staff
* Ensure the preparation and submission of requests for payments under TAGCs, related documentation and any amendments
* Ensure the implementation of activities under TAGC are in line with the EU’s Visibility Guidelines
* Ensure that all costs under TAGCs (apart from the salaries of the JTS staff and those incurred under sub-contracts) are claimed ex-post from the relevant Operating Structures
* Ensure the preparation and submission of procurement documentation for supplies or services to be contracted under TAGCs; ensure the management of the resulting procurement procedure and management of the resulting contracts, including checks on invoices and related technical documentation

Calls for Proposals – launching phase

* Ensure the preparation and submission of Annual Work Programmes
* Ensure the preparation and submission of a timetable for each Call for Proposals
* Ensure the organisation of partner search forums if deemed appropriate
* Ensure the preparation and submission of Calls for Proposals and all related documentation
* Ensure the publication of Calls for Proposals in all appropriate media
* Ensure the organisation of workshops for potential applicants
* Ensure that all queries on Calls for Proposals from interested applicants are answered by the relevant deadlines

Calls for Proposals - evaluation phase

* Ensure the preparation and submission of a proposal for the membership of the Joint Steering Committee (evaluation committee for Calls for Proposals)
* Ensure the preparation and submission of a proposal for assessors
* Arrange for the hiring of assessors
* Ensure the receipt, registration and storage of proposals received
* Ensure the secretarial function of evaluation committees (all stages)
* Ensure the drafting, signature and dispatch of letters to applicants
* Ensure budgetary clearing of selected projects
* Ensure publication of grant awards
* Ensure the recording of statistical information on each Call for Proposals.

Project monitoring

* Ensure the drafting and submission of an Implementation Package for beneficiaries
* Ensure the organisation of Implementation Seminars for beneficiaries
* Ensure that files for each project are opened and maintained
* Ensure that a help-line is maintained for beneficiaries
* Ensure receipt, analysis and appropriate follow up of progress reports received from beneficiaries;
* Ensure development and submission of an indicative monitoring visit schedule
* Ensure that monitoring visits are conducted and that reports are drafted and appropriate follow up actions taken
* Ensure that relevant up-to-date project information is kept in electronic form

Programme monitoring

* Ensure the preparation and submission of Annual Implementation Reports (or equivalent documentation for Joint Monitoring Committees not scheduled to examine such reports) and the Final Implementation report
* Ensure for the management of any evaluation conducted on the programme, cooperate with evaluators and auditors
* Ensuring that programme documents and relevant procedures are drafted or amended as required
* Ensure the secretarial function of the Joint Monitoring Committee
* Ensure the provision of any relevant information to the Operating Structures in the participating countries as required

Publicity, visibility and information

* Ensure the preparation and submission of a Communication Action Plan
* Ensure the maintenance of programme website
* Ensure the organisation of events as indicated in the JTS work plans, timetables for Calls for Proposals, and/or Communication Action Plan
* Ensure the preparation, submission and production of printed materials as indicated in JTS work plans and/or Communication Action Plan
* Ensure that visibility is ensured at all programme events, on printed materials, etc.

Other

* Ensure that any projects selected by the Joint Monitoring Committee outside a Call for Proposals are processed as required by the Operating Structures
* Ensure the immediate reporting of any irregularities identified
* Ensure that all documents are appropriately filed either in physical or electronic form, or both.

**Professional requirements**

The Head of the JTS must meet the following minimum criteria:

* University degree
* 3 years of relevant professional experience (e.g. project management)
* Fluent in English (speaking and writing)
* Fluent in 1 of the languages of the participating countries (speaking and writing)
* Computer literate

The Head of the JTS will be selected from candidates meeting the above minimum criteria according to the following:

* Experience in leading a team or similar demonstrable experience in a position requiring initiative and responsibility
* Sound knowledge of the principles of project cycle management
* Experience in programme and/or project management in 1 or both of the participating countries (financed from the EU or other sources)
* Knowledge and experience of EU procurement procedures
* Knowledge of relevant EU documents and procedures (e.g. IPA Regulation, IPA Implementing Regulation, Framework Agreements, Financing Agreements, Centralised and Decentralised Implementation Systems, the relevant Cross-Border Programme)
* Knowledge and experience of relevant national legislation and procedures in 1 or both of the participating countries (e.g. working in, with or for public administration).