**Vacancy announcement for the**

 **IPA Cross-Border Cooperation Programme Croatia – Serbia 2007-2013**

**Head of the Joint Technical Secretariat (1 post)**

**Background**

Republic of Croatia is participating in the IPA Cross-Border Cooperation Programme (CBP) Croatia - Serbia 2007 – 2013 with its IPA allocation. The CBP Croatia-Serbia is implemented jointly by Croatia and Serbia: the Ministry of Regional Development and EU funds represents part of the Operating structure (OS) responsible for the overall coordination of the Programme in Croatia, while the OS in Serbia is EU Integration Office of the Republic of Serbia.

The Joint Technical Secretariat (JTS) for CBP Croatia-Serbia was established by both OSs in 2008 and consists of a JTS headquarter in Zagreb. JTS is responsible for providing technical support to the OSs and Joint Monitoring Committee in coordination and implementation of the program. The tasks of the JTS include activities of technical and administrative management of the programme, informing and reporting to the public, as well as providing support to potential applicants in developing and grant beneficiaries in implementing projects. JTS works in conjunction with the OSs of the programme at national level and is not part of the State's administrative structure.

For more information on IPA CBP Croatia-Serbia 2007-2013 please visit [www.croatia-serbia.com](http://www.croatia-serbia.com)

**Head of Joint Technical Secretariat – job profile and description of tasks**

The main responsibility of the Head of JTS is planning, organising and supervising of the work within the Secretariat. Head of JTS is responsible for the implementation of all activities, achieving concrete results on time and with quality, and is responsible for maintaining the smooth and effective communication with all bodies concerned as well as making proposals for amendments to the programme documents or procedures to the OS.

**Job profile**

***For specification of job profile and detailed description of tasks please click here or download them directly from http://www.mrrfeu.hr.***

**The deadline for the submission of applications is 23rd November 2011**

Interested applicants must submit:

• Curriculum vitae (CV) – (Europass format)

• Typed motivation letter in English

• Copy of diploma

• Copy of certificates and additional diplomas obtained

These documents will form the basis of the initial stage of selection. Potential candidates will be asked to attend an interview. The final decision on the selection will be taken by the Ministry of Regional Development and EU Funds (OS in Croatia) in consultation with EU Integration office (OS in Serbia).

|  |
| --- |
| The application should be submitted by mail or courier service directly to: **Ministarstvo regionalnoga razvoja fondova Europke unije** **Trg kralja Petra Krešimira IV, br. 1** **10 000 Zagreb** **Republika Hrvatska** |

**Please declare on the envelope:**

**IPA Cross-border Cooperation Programme Croatia – Serbia 2007 – 2013, Head of JTS CRO – SER**

The candidate **should also** send her/his CV and motivation letter in electronic format to the following email address by 16.00 CET 23rd November 2012

**ipa-cbc-natjecaj@mrrfeu.hr**

with the „SUBJECT:“ **Head of JTS CRO - SER**

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

**Additional Information**

**Terms:**

The selected candidates will be employed on the basis of fee-based contract.