

HUNGARY-CROATIA IPA CROSS-BORDER
CO-OPERATION PROGRAMME

Job Vacancy: Head of Joint Technical Secretariat

Hungary – Croatia IPA Cross-border Cooperation Program 2007-2013 promotes cross - border cooperation and territorial development. The priorities of the programme include the improvement of key conditions of joint sustainable development, as well as the strengthening of social and economic cohesion in the program area. The budget of the programme, incl. national co-financing, makes up to approx. 35 million Euros for the period of 2007-2013.

The Joint Technical Secretariat (JTS) was set up by the Managing Authority, after consultation with the Croatian National Authority. It works in close co-operation with the Managing Authority while being independent from the national administrative structures. The Joint Technical Secretariat assists the Managing Authority, the Joint Monitoring Committee and the Audit Authority in carrying out their respective duties. The duties of the JTS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection. More specifically, this includes the conclusion of Annual Reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion the project generation activities and participation in the project selection process; the management of the joint partner search database and the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring Committee including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system. Moreover the JTS will assist the Task Force Programming Group in its work during the preparation of the new financial period 2014-2020.

The Joint Technical Secretariat is located in VÁTI Nonprofit LLC. in Budapest.

In order to have a broader view on the programme and the tasks of the JTS please check out the programming document on the following website: <http://www.hu-hr-ipa.com/>

RESPONSIBILITIES OF THE HEAD OF JOINT TECHNICAL SECRETARIAT

The Head of JTS will manage the activities of the Joint Technical Secretariat as defined in the Operational Programme. The Head of JTS bears overall responsibility for the work of the JTS. She/he ensures that all the tasks prescribed for the JTS are completed in due time and quality and supervises if the JTS works in line with all relevant regulations and procedures. More specifically, the Head of JTS will:

- co-ordinate staffing, lead and motivate the JTS staff in the pursuance of the defined objectives;
- co-ordinate and prioritise the tasks of the JTS and organize its daily work;
- provide a technical support for the Joint Monitoring Committee and participate, in person or through a representative, at their meetings;
- assist the Task Force Programming Group in its work;

- get necessary programme or project documentation (minutes, reports, etc) prepared;
- contribute to the organisation of programme events;
- develop and maintain effective and constructive relationship with the different stakeholders concerned in the programme at national, regional or local level;
- contribute to the development of the communication plan for the programme, as well as to its implementation;
- ensure an efficient and rapid information flow between the bodies concerned in programme and project implementation;
- represent the Hungary - Croatia IPA Cross Border Co-operation Program at different programme events, including events in the programme area or abroad;
- perform other relevant duties deriving from the management of the programme.

ELIGIBILITY CRITERIA

Education

- Advanced university level degree, preferably in European Studies, International Relations, Economics, Law, Regional Policies, Spatial Planning or related field;
- A specialization or a degree in EU Fund management is an asset.

Professional experience

- at least 5 years of experience in EU funded programme management (preferably IPA, ETC, INTERREG, Structural Funds, Pre-Accession Funds, Phare CBC);
- experience in team leading is an asset.

Competencies

- thorough knowledge of European policy-making and regional policy, with a special regard to the IPA and ETC programmes;
- in-depth knowledge of the social, cultural and economic features of Hungary and Croatia, in particular those of the programme area;
- good knowledge of European, Croatian and/or Hungarian Public Administration as - good knowledge of the institutional system and, financial mechanisms of regional development of the relevant countries;
- an extensive experience in financial management, budgeting and a good knowledge of European grant schemes mean a special asset;
- cultural sensitivity and ability to work and communicate in an international environment while maintaining impartiality and objectivity;
- ability to plan and organize, delegate work and to supervise staff;
- reliability and commitment to timely delivery of high quality outputs and to achieve organizational goals;
- analytical, problem-solving and good negotiation and communication skills.

Languages

- Fluency in English as well as in Hungarian and/or Croatian;

Other skills

- Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
- Knowledge of database management and development is an asset.

APPLICATION:**Interested applicants for this position should submit the following:**

1. application form (to be downloaded from: <http://www.hu-hr-ipa.com/>)
2. Resume (CV) with photo
3. proof of education, professional experience and language knowledge (only copy)

APPLICATIONS SHOULD BE SENT by post or courier to the following addresses:

National Development Agency
Managing Authority of International Co-operation Programmes
Éva Kovács
H-1077 Budapest
20-22 Wesselényi St.

and also via email to the following addresses:

eva.kovacs@nfu.gov.hu

dragana.otasevic@mrrfeu.hr

allas4@vati.hu

Please declare on the envelope: Application for the **HU-CRO Head of JTS**

Only those applications received by the closing date (both via email and post) to this vacancy announcement will be eligible for consideration.

THE CLOSING DATE FOR THIS POSITION: 22 August 2012, (5.p.m.)

Additional Information

The contract is based on Hungarian labour law, therefore in case the successful applicant is a foreign country citizen, before being appointed to the post, he/she must possess a work permit issued by Central Labour Office of Budapest and a residence permit issued by the Office of Immigration and Nationality. The Head of the JTS is on a permanent contract basis with a trial period of 3 months. The final decision of selection will be taken by the Managing Authority after consultation with the National Authority of Croatia and VÁTI Nonprofit LLC as future employer.

Please do not hesitate to contact the representative of the Managing Authority if you have any questions regarding this position: eva.kovacs@nfu.gov.hu.