



Center of European Projects is searching for a candidate to the :

Joint Technical Secretariat of the Cross-border Cooperation Programme

Poland-Belarus-Ukraine 2007-2013

for the position of:

Project Manager responsible for Programming and Project Management

Ref. No: CPE - VI- 5/2009

Number of posts: 1
Workplace: Warsaw, Poland

The employee shall be responsible for day-to-day contact with the Programme applicants, e.g. information and support for the potential applicants, advice and training of the applicants during the call for proposals and supervision and coordinating activities of the Branch Offices of the Joint Technical Secretariat.

I. Examples of tasks:

Programme implementation:

- Cooperation with the institutions from Poland, Belarus and Ukraine and the Joint Monitoring Committee: elaborating documents concerning decision-making process, statistic data sheet on Programme level, drafting minutes, etc;
- Development of the documents necessary for the call for proposals and implementation of the Programme – including the specific character of the projects with the service and supply element according to the Practical Guide to contract procedures for EC external actions (PRAG);
- Prepare reports on Programme implementation (e.g. Annual report, thematic reports on the Programme implementation);
- Participation in the development of guidelines and Programme manuals;
- Participation in the implementation of the Programme information and promotion plan – preparation of and active participation in events (conferences, seminars, workshops, etc.);
- Other duties deriving from the management of the Programme including Elaboration of the Programme reports on the projects and the Technical Assistance.

Project implementation

- Preparation of and participation in project development and implementation activities (trainings, seminars, open days, etc.);
- Preparation and coordination of the calls for proposals process and evaluation of the project according with PRAG including cooperation during setting up and organization of the Evaluation Committee meetings;
- Preparation of the grant contracts;
- Monitoring the project implementation progress, including verification of project reports and monitoring visits;
- Supervising and coordination activities of the Branches of the Joint Technical Secretariat;
- Other duties deriving from project application and implementation process.

II. Necessary qualifications:

- Higher education – desirably in the field of international relations, local and regional development, European studies, public administration, law, economy or similar;
- Minimum 2 years of documented working period in the management and/or implementation of the programmes and/or projects part-financed from the structural funds or other EU programmes;
- Good knowledge of the EU regional policy and the relevant legislation;
- Good knowledge of English (spoken and written);
- Computer literacy (MS Office, Internet);
- Ability to work in team, scrupulosity;
- Experience in carrying the trainings activities;
- Experience in monitoring of programmes/projects;
- Availability.

III. Desirable qualifications:

- Knowledge of the procedures of the Practical Guide to contract procedures for EC external actions (PRAG), with the special emphasize of the grant scheme;
- Knowledge of the Polish Public procurement law;
- Knowledge of the Cross-border cooperation programmes;
- Work experience in the international environment;
- Knowledge of other languages relevant to the Programme needs (preferably Russian, Ukrainian or Belarusian);
- Driving licence (B).

IV. Required documents:

1. CV with a candidate's signed declaration: I hereby agree that you process my personal data included in my job application for recruitment process carried out by Centrum Projektów Europejskich with its seat in Warsaw, due to Act of 29 August 1997 on the Protection of Personal Data (Journal of Laws of 2002 No. 101 item 926 with amendments)

We would like to inform that applications without above statement will be not considered.

2. Cover letter;
3. Copies of documents proving qualifications.
4. In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in act on vocational and social rehabilitation and employment of disabled persons as of August 27, 1997.

Applications in Polish or English with reference number, included all required documents must be submitted in seat of Centrum Projektów Europejskich in Warsaw or send by post till **December 11th 2009** on address:

**Centrum Projektów Europejskich
ul. Domaniewska 39 A
02-672 Warszawa**

Additional informations:

The applications without reference number will be not considered.

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

We will contact only with selected candidates.

We don't return the received job applications to the candidates. The candidates applications who don't fulfill formal requirements or applications witch are not selected shall be destroyed.

We offer an employment based on employment contract under the current law of Republic of Poland in this area.