



Centre of European Projects is searching for a candidate to:

Joint Technical Secretariat of the Cross-border Cooperation Programme

Poland-Russia 2014-2020

for the position of:

Project Manager

Ref. no. JTS PL-RU 1/2020

Number of vacancies: 1

Place of work: Olsztyn, Republic of Poland

Background

The Poland-Russia Programme 2014-2020 is funded by the European Union and it is one of two European Neighbourhood Instrument CBC Programmes managed by the Ministry of Development Funds and Regional Policy of the Republic of Poland (acting as Managing Authority). The Programme supports social and economic development of the 4 border regions: Pomorskie, Warmińsko-Mazurskie, Podlaskie and Kaliningrad Oblast. The main objective of the Poland-Russia Cross-border Cooperation Programme 2014-2020 is to support cross-border cooperation in the social, environmental, economic and institutional sphere.

What we offer

Starting from 1st of October 2020, the selected candidate after 3 months of probation period will be offered a full-time contract under the Polish law.

In the light of the overall living costs in Olsztyn/Poland, the selected candidate will be offered a competitive remuneration package, determined individually based on the candidate's qualifications, experience as well as the costs generated by the fact of living abroad (if applicable).

Our dynamic international working environment acknowledges performance, teamwork and initiative. At the same time we encourage skills development thorough individually planned training and education schemes.

Examples of the tasks:

1. Acting as a contact person and advisor to beneficiaries concerning the project implementation;
2. Monitoring of cross-border cooperation project implementation process (including verification of narrative and financial reports, participation in monitoring visits, managing changes and budget reallocations in the projects);

3. Daily cooperation with the Managing Authority and National Authority i.a. providing financial data, reporting on the Programme's implementation progress;
4. Preparing input to the annual reports for the European Commission;
5. Being actively involved in preparation, participation in the Programme conferences, panel discussions, other promotion events;
6. Conducting trainings for Beneficiaries;
7. Maintaining relevant databases;
8. Preparation of relevant documents and assisting the Joint Monitoring Committee meetings;
9. Providing the Programme management support including implementation of decisions made during the JMC meetings, drafting minutes, reviewing (including also language support), developing and improving the Programme documents, etc;
10. Active participation in information and promotion activities (eg. training seminars, workshops).

Necessary qualifications:

1. Higher education – desirably in the field of public administration, law, economy or similar;
2. At least 2 years of proven work experience, preferably in international programmes/projects;
3. Very good knowledge of English (spoken and written);
4. Excellent analytical skills;
5. High interpersonal skills;
6. Excellent knowledge of Polish (C2 level) or Russian (C2 level);
7. Excellent computer skills with respect to MS Office;
8. Travel proof.

Desirable qualifications:

1. Knowledge of the Programme document and EU ENI Regulations;
2. Knowledge of Polish and/or Russian legislation relevant for the Programme implementation;
3. Experience in supervision or monitoring of infrastructure projects will be an asset;
4. Experience in carrying out trainings and information/promotional activities;
5. Good knowledge of Russian in case of Polish C2 level, or Polish in case of Russian C2 level will be an asset;
6. Knowledge of the Polish or Russian public procurement law will be an asset;
7. Driving licence (B).

Required documents:

Candidates interested in applying for the post should submit the following documents:

1. Curriculum Vitae (CV) in English;
2. Cover letter in English of no more than two pages, briefly describing the suitability and experience of the candidate for the position in relation to the tasks and qualifications relevant to the post;
3. Copies of documents proving qualifications (proof of education and professional experience).

Please send the following statement with the documents:

I hereby authorize Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str. to process my personal data strictly for recruitment purposes in accordance with the Law on Personal Data Protection of 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 and Regulation (EU) 2016/679 of the

European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection).

Furthermore, I declare that I have been informed that:

- the administrator of my personal data collected on the basis of this consent is Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str.;

- collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion;

- I have the right to access my personal data and request their correction or removal;

- I was informed that my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Development Funds and Regional Policy of the Republic of Poland and Ministry of Economic Development of the Russian Federation..

Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered!

At any time, you can withdraw your consent by contacting us at: iod@cpe.gov.pl

Applications in English with reference number, included all required documents must be submitted by email: rekrutacja@cpe.gov.pl not later than **August 28th, 2020**.

Additional information:

- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- The applications of candidates who do not fulfil formal requirements or who are not selected shall be destroyed.

- The Centre of European Projects with registered office in Warsaw, Domaniewska 39A, as the administrator of personal data, informs that personal information contained in your CV, cover letter and other documents required in this job advertisement will be processed solely for the purpose of carrying out the recruitment process. Data submission is voluntary. You have the right to access your personal data and correct them.
- Only selected shortlisted candidates will be contacted.
- Interviews with selected candidates are planned at the beginning of September 2020

For further questions or information please contact Justyna Byczek, e-mail address: justyna.byczek@cpe.gov.pl