



Center of European Projects is searching for a candidate to:

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-2/2010

Number of posts: 1/1
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, verification of the project reports.

I. Examples of tasks:

Programme Implementation

- Cooperation with the Polish, Belarusian and Ukrainian institutions and the Joint Monitoring Committee (JMC) regarding the Programme implementation issues;
- Preparation of the JMC and Joint Task Force meetings, development of the information and presentations, development of decision-making process documentation, drafting minutes of the meetings, etc;
- Development and update of the documents necessary for the call for proposals and Programme implementation – including the specific character of the service and supplies contracts in accordance with the Practical Guide to Contract Procedures for EC external actions (PRAG);
- Preparation of the reports on Programme implementation (e.g. Annual report, thematic reports) including preparation of statistical data on the Programme level;
- Participation in the development of guidelines and Programme manuals;
- Participation in the implementation 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.

Project Implementation

- Providing information to the applicants and beneficiaries on the formal requirements connected with the implementation of the projects financed within the Programme, including preparation of and participation in project development and implementation events (training, seminars, open days, etc.);
- Preparation of and coordination of Project application and assessment process in accordance with PRAG, including the cooperation in nomination and organization of the Evaluation Committee meetings;
- Preparation of contracts with the Lead Partners;
- Monitoring project implementation progress, including verification of projects reports and monitoring visits;
- Updating the monitoring electronic data base in terms of the projects implementation progress;
- 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);
- At least 2 years of documented working period in programs/projects financed by EU, regional or international cooperation programmes (preferably: structural funds, Tacis, INTERREG);
- Fluent in spoken and written English;
- Fluent in spoken and written Ukrainian;
- Computer literacy and office skills;
- Team worker, communication and organizational skills;
- Availability.

III. Desirable qualifications:

- Knowledge of the PRAG procedures grants;
- Experience in organisation of events and trainings;
- Familiarity with the specificity of cross-border cooperation programmes and relevant legislation;
- Work experience in the international environment;
- 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 **September 3rd, 2010** on address:

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

Additional information:

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.