



Project manager for
the Joint Technical Secretariat of the Interreg V-A Slovakia–Austria Programme

Number of vacancies: 2

Place of work: Bratislava, Slovakia

Overview of the Interreg V-A Slovakia-Austria Programme

Serving the European's Union objective of "European Territorial Cooperation", the Slovakia-Austria Programme has been established to help intensify Slovak-Austrian cooperation based on the partnership in the interest of the sustainable development of border region.

Interreg V-A Slovakia-Austria Programme builds on the CBC Programme Slovakia – Austria for the period 2007-2013. The new cooperation Programme aims to foster natural and cultural heritage and biodiversity, to support cross-border sustainable transport solutions and to contribute to a smart and inclusive CBC region. The Programme area remains unchanged and covers the following regions: on Slovak side Bratislava and Trnava regions, on Austrian side North and Central Burgenland, Vienna and Lower Austria. ERDF allocation has been increased and amounts to 76 million EUR. To learn more please visit www.sk-at.eu

Managing Authority of the Interreg V-A Slovakia-Austria Programme will be taken over by the Ministry of Agriculture and Rural Development of the Slovak Republic. The new JTS set up within this Ministry will close cooperate on a daily basis with the JTS Point Vienna.

Working in the Joint Technical Secretariat in Bratislava, Slovakia

Located in Bratislava, the capital of the Slovakia, the Joint Technical Secretariat (JTS) is responsible for the day-to-day management of the Programme, assessing submitted project applications and monitoring the implementation of the approved operations. The JTS provides assistance to Slovak and Austrian beneficiaries implementing the joint cross-border cooperation projects and also promotes the Programme and disseminates information about its results.

Who we are looking for

The JTS is looking for a reliable, committed Project manager, enthusiastic to work in small dynamic team in Bratislava.

The Project manager will be responsible for monitoring the portfolio of SK-AT Programme projects. The manager will be in charge of providing advice and information on implementation, reporting and budgetary issues, as well as project assessment and monitoring.

The JTS has to work closely with beneficiaries in order to ensure smooth implementation. Therefore the client oriented and experience-based approach is needed.

I. Exemplary tasks and responsibilities:

- facilitating projects generation process (e.g. providing assistance to applicants and potential beneficiaries in development of project ideas);

- providing technical support during the project application phase;
- assessing the project applications (formal check, eligibility and quality assessment),
- preparing individual Subsidy Contracts for approved projects;
- acting as a contact person and advisor on all the aspects of the selected projects, providing support and advice to Lead Partners concerning the contract implementation;
- monitoring the projects mainly by collecting and reviewing progress reports submitted by Lead Partners;
- providing information on projects and Programme progress and implementation to the Managing Authority;
- close cooperation on a daily basis with the JTS Point Vienna and regular cooperation with Programme bodies such as Certifying Authority, First Level Control-bodies and Regional Bodies
- process the applications for payment;
- preparing input to the annual reports for the European Commission;
- participating actively on Programme seminars, conferences and promotion activities;
- maintaining the Programme databases, updating the data in the monitoring system, producing analysis of financial data;
- support of the audit tasks
- organisation of events and meetings, (e.g. Monitoring Committee meeting), drafting minutes;
- developing and improving Programme documents.

II. Essential qualifications:

- University degree, preferably in European Studies, Political Studies, International Relations, Law, Economics, Regional Development, Public Administration or related fields;
- at least 3 years of proven professional experience preferably with the administration of Structural Funds and/or EU Programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- knowledge of the EU regulation on the Structural Funds and relevant Slovak legislation;
- fluency in Slovak and English (both spoken and written);
- knowledge of the German language will be considered an additional asset
- excellent computer skills with respect to MS Office.

III. Additional assets:

- excellent analytical skills;
- experience in management of projects, preferably in cross-border, transnational and interregional co-operation programmes;
- ability to manage high workloads and to cope with changing requirements and tasks;
- knowledge of legal framework such as procurement law and state aid

IV. Offered salary

According to Slovak Act on Civil Service (No. 400/2009)

V. Required documents:

- A cover letter of no more than two pages, briefly describing the suitability of the candidate in relation to the tasks and qualifications relevant to the post;
- Copies of documents proving qualifications.

Applications in English or Slovak, including all required documents, must be sent by **September 10th, 2015** by post on the following address:

Ministry of Agriculture and Rural Development of SR
Section of Management of Regional Development Programmes
Cross-Border Cooperation Programmes Department
Prievozská 2/B
825 25 Bratislava

Contact person: Ing. Robert Horínek
Tel.: +421 258 317 189

Additionally, the CV and the cover letter can also be sent by e-mail to:

Mr. Robert Horínek: robert.horinek@land.gov.sk

Additional information:

Type of the contract: after 3 months of probation period a full-time employment contract under the Slovak law

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

The interviews will be held in Bratislava, the Slovak Republic

For any further information please contact Mr. Robert Horínek at the following address:

robert.horinek@land.gov.sk

We will contact only selected candidates.

We don't return application documents.

The applications which don't fulfill formal requirements will be disposed of.