

Job Vacancy: Head of Joint Technical Secretariat

Hungary – Croatia Cross-border Cooperation Programme 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 indicative budget of the programme amounts to approx. 52,4 million Euro for the period of 2007-2013.

The Joint Technical Secretariat (JTS) is 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/Steering 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 calls for proposals; the organisation of technical meetings, workshops and information events; the promotion of project generation activities and participation in the project selection process; the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring/Steering Committee including preparation of documents for decision-making, minutes and reports; contribution to the regular updating of the programme monitoring system.

The Joint Technical Secretariat will be established within VÁTI Kht. in Budapest.

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 and lead and motivate the JTS staff in the pursuance of the defined objectives;
- co-ordinate and prioritises the tasks of the JTS and organize its daily work;
- provide technical support for the Joint Monitoring Committee and the Joint Steering Committee and participates, personally or through a representative, at their meetings;
- ensure that necessary programme or project documentation (minutes, reports, etc) is 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 efficient and rapid information flow between the bodies concerned in programme and project implementation;
- represent the Hungary - Croatia Cross Border Co-operation Program at different programme events;
- perform other relevant duties deriving from the management of the programme.

ELIGIBILITY CRITERIA

Education

Advanced university level degree, preferably in European studies, economics, law, regional policies, spatial planning or related field.

Professional experience

- at least 3 years of experience in EU funded programme management (preferably CARDS, INTERREG, Structural Funds, Pre-Accession Funds, Phare CBC);
- at least 2 years of experience in team leading;

Competencies

- Thorough knowledge of European policy-making and regional policy, with a special regard to the IPA programmes.
- In-depth knowledge of the social and economic features of Hungary and Croatia, in particular those of the programme area.
- Thorough knowledge of PCM and experience in managing cross-border co-operation programmes with special regard to the IPA regulatory framework will be considered as an asset.
- Experience in financial management and budgeting.
- Proven leadership skills and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.
- Proven 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 one of the languages of the Programme area (Hungarian or Croatian).

Other skills

- Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet.

APPLICATION:

Interested applicants for this position should submit the following:

1. Resume (CV) with photo

2. Proof of education (translated in English), professional experience and language knowledge (verified copy)

APPLICATIONS SHOULD BE SENT by mail to the following address:

**National Development Agency
Department for International Co-operation Programmes
Mónika Rózsa Dr.
H-1015 Budapest
Hattyú St. 14.**

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

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

THE CLOSING DATE FOR THIS POSITION: 30th of November 2007

Additional Information

The contract will be based on Hungarian labour law, therefore in case the successful applicant is of foreign nationality, 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 in order to hold the position. The Head of the JTS is on a permanent contract basis with a trial period of 6 months. The final decision on the selection will be taken by the Managing Authority in consultation with the National Authority of Croatia and VÁTI Kht. as future employer.

If you have any questions regarding this position please contact the representative of the Managing Authority: rozsa.monika@meh.hu