

Financial Specialist (reference number 4/2009-JTS PL-SK)

Information about the position

Place of work:

Krakow, Poland

Job description, information about the position:

The **Financial Officer** will be responsible for the financial monitoring of the PL-SK projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues to the applicants and beneficiaries and coordinating financial issues on the Programme level.

Tasks

- being responsible for financial management of the Programme;
- acting as a contact person and advisor for financial aspects of the projects co-financed by the Programme, providing support and advice to the Lead Beneficiaries, concerning contract implementation, eligibility of expenditure and financial reporting;
- analyzing and assessment of project applications;
- preparing individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting project results;
- collecting and reviewing financial reports submitted by the project partners;
- advising the Lead Beneficiaries if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- managing major budget reallocations in the projects;
- reporting on financial progress of the projects, in order to allow financial monitoring at Programme level;
- assisting in the technical implementation of the Programme;
- preparing input to the annual implementation report;
- assisting in servicing to Monitoring Committee meetings;
- providing Programme management support, what includes the preparation and implementation of decision taken at the MC meetings, drafting of minutes, development of Programme documents, etc;
- maintaining of the Programme database;
- participating and contributing to information and promotion activities (eg. training seminar, workshops, partner search forums).

Offered salary:

The competitive salary will be related to qualifications, experience, and additional allowance to the costs generated by the fact of living abroad.



Start date:
ASAP

Contract type:

The positions are based on a full-time contract under Polish law. The positions are linked with the programming period of the Cross-border co-operation Programme Republic of Poland – Slovak Republic 2007 – 2013 (PL-SK). The programme have started in 2007 and will last until the end of 2015.

Requirements of candidate

Required education:
university degree

Employment criteria:

- university degree, preferably in Finances, Economics, European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or related fields;
- at least 2 years of employment, including at least 2 years of experience with the financial administration of Structural Funds and/or EU Programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- fluent in spoken and written English.

Assets

- experience in financial management and budgeting, preferably in cross-border, transnational and interregional co-operation programmes (will be considered as an asset);
- excellent analytical skills;
- ability to work under stress conditions;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- knowledge of Slovak language and Slovak regulations in the area of structural funds;
- knowledge of Polish language will be considered as an additional asset.
- excellent computer skills are required with respect to MS Office.

Project Specialist (reference number 5/2009-JTS PL-SK)

Information about the position

Place of work:

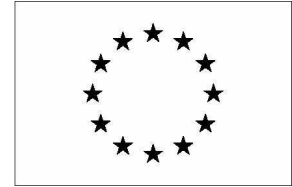
Krakow, Poland

Job description, information about the position:

The **Project Officer** will be responsible for the monitoring of a portfolio of the PL-SK projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues. The general tasks at this post are those associated with this role, such as project assessment and project monitoring.

Tasks

- facilitating the project generation process (e.g. providing assistance to applicants and potential project beneficiaries in their partner search and the development of their project ideas);
- providing technical support during the project application phase;
- analyzing and assessment of project applications;
- assessing project applications submitted during calls for proposals and preparing the list of projects (with recommendations for approval) and then the respective decisions of the Monitoring Committee;
- preparing individual Subsidy Contracts for approved projects;
- acting as a contact person and advisor for all the aspects of the selected projects, providing support and advice to the Lead Beneficiaries, concerning contract implementation;
- advising the Lead Beneficiary if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- collecting and reviewing progress reports submitted by the project partners;
- providing monitoring reports and information on project and Programme progress and implementation to the MA;
- analysing, capitalising and promoting project results;
- assisting with the technical implementation of the Programme;
- preparing of annual reports to the European Commission;
- providing Programme management support, what includes the preparation and implementation of decision taken at the MC meetings, drafting of minutes, review, development and improvement of Programme documents, etc;
- being actively involved in the implementation of other Programme support activities like partnership search events or quality forums, incl. participating and contributing to project seminars and conferences as appropriate;



- organising and contributing to Lead Beneficiary seminars concerning legal and financial matters;
- maintaining of the Programme databases.

Offered salary:

The competitive salary will be related to qualifications, experience, and the costs generated by the fact of living abroad.

Start date:

ASAP

Contract type:

The positions are based on a full-time contract under Polish law. The positions are linked with the programming period of the Cross-border co-operation Programme Republic of Poland – Slovak Republic 2007 – 2013 (PL-SK). The programme have started in 2007 and will last until the end of 2015.

Requirements of candidate**Required education:**

university degree

Employment criteria:

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or other related field.
- at least 2 years of employment, including at least 2 years of experience with the administration of Structural Funds and/or EU programme/ or international project implementation (preferably INTERREG, Phare CBC, or other EU funded programmes);
- experience in working in an international environment;
- fluent in spoken and written English.

Assets

- excellent analytical skills;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- ability to work under stress conditions;
- knowledge of Slovak language and Slovak regulations in the area of structural funds;
- knowledge of Polish language will be considered as an additional asset.
- excellent computer skills are required with respect to MS Office;

Information for the potential applicants:

The deadline for applications is June 19th, 2009, only those applications received by the closing date to this vacancy announcement will be eligible for consideration.

The interviews will be held on JUNE 25th, 26th, 2009 in Krakow in the seat of the Joint Technical Secretariat. We will contact only selected candidates. Please note that all the documents shall be submitted in English.

Interested applicants should submit the following documents:

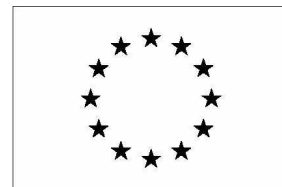
1. Curriculum Vitae;
2. A cover letter of no more than two pages, briefly describing the suitability of the candidate for the position in relation to the tasks and qualifications relevant to the post; moreover, please declare the Reference number on the cover letter;
3. Proof of education, professional experience and language knowledge (a photocopy);
4. The following signed statement: I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Act on Personal Data Protection (Dz. U. nr 133, poz.883 of 21 August 1997).

Additionally, the Candidates may give their voluntary consent to process their personal data contained in their CV for this recruitment process by institutions involved in implementation of the Programme by voluntary attached signed additional statement saying that they agree to process their personal data contained in their CV for this recruitment process by institutions involved in implementation of the Programme i.e.: Ministerstwo Rozwoju Regionalnego (Ministry of Regional Development), with its seat in Warsaw, Poland and Ministerstvo výstavby a regionálneho rozvoja SR with its seat in Bratislava, SR .

Moreover, the cover letter and CV should be also send by e-mail to the attention of Mrs Beata Kudłacz at the following address: Beata.Kudlacz@cpe.gov.pl, Mr Grzegorz Gołda at: ggolda@plsk.eu and Mrs. Elena Molnárová at: elena.molnarova@build.gov.sk

The applications should be submitted by registered mail or courier service directly to the following address:

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



For further questions or information please contact Mrs. Beata Kudłacz at the following address:
Beata.Kudlacz@cpe.gov.pl, cc: ggolda@plsk.eu.