



[Financial Specialist \(reference number 1/2009/-JTS PL-SK\)](#)

Information about the position

Place of work:

Krakow, Poland

Job description, information about the position:

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

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



[Project Specialist \(reference number 2/2009-JTS PL-SK\)](#)

Information about the position

Place of work:

Krakow, Poland

Job description, information about the position:

The **Project Specialist** will be responsible for monitoring of portfolio of the PL-SK projects. The Specialist will be in charge of providing advice and information on implementation, reporting and budgetary issues. The general task 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 potential project beneficiaries in their partner search and the development of their projects ideas);
- providing technical support during the project application phase;
- analyzing and appraising 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 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 ME;
- analyzing, 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, development 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 conference as appropriate;



- organizing and contributing to the lead Beneficiary seminar 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, Public Relations or other related field.
- 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 computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills;
- ability to work under stress conditions;
- knowledge of Polish language will be considered as an additional asset.



Information and Promotion Specialist (reference number 3/2009-JTS-PL-SK)

Information about the position

Place of work:

Krakow, Poland

Job description, information about the position:

The Information and Promotion Specialist will assist the Head of the JTS in fulfilling tasks in the fields of information, publicity and coordination.

Tasks:

- promoting and providing information about the Programme and its objectives;
- drafting of the annual Information and Publicity Plan for the Programme;
- being responsible for implementation of the Communication Plan and annual Information plans;
- being responsible within the JTS for information and promotion activities (those to be carried out by the JTS alone and those to be carried out in co-operation with other institutions involved in the Programme implementation, especially Contact Points in Slovak republic and Regional Contact Points in Poland);
- being responsible for management, development, and maintenance of the Programme's website;
- assisting in arranging/monitoring outside-events in connection with TA activities (meetings, forums, presentations);
- administrating of calls for proposals/jobs/services applications (printing of information material, advertisements, calls for project proposals etc.);
- advising Lead Beneficiaries and other programme actors regarding opportunities and obligations for information and publicity;
- promoting project results;
- assisting the compilation and distribution of information material (leaflets, press releases);
- organising and contributing to Lead Beneficiary seminars;
- organising project/Programme seminars and conferences as appropriate;
- being actively involved in the implementation of other Programme support activities like partnership search events or quality forums;
- assisting and contributing to the drafting of the annual progress reports to the EC;
- co-ordinating works of the Slovak Info Points and Polish Regional Contact Points.

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

Education criteria:

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration, Public Relations or other related fields;
- experience with the PR activities;
- ability to work under stress conditions.

Languages

Advanced in spoken and written English.

Knowledge of Slovak language in the case of the Polish citizen/ Polish language in the case of the Slovak citizen will be considered as an additional asset.

Competencies

- excellent computer skills, including MS Office, Corel, Internet;
- experience in information and promotion activities, preferably in cross-border, transnational and interregional co-operation programmes (will be considered as an asset);
- very good communication skills;
- creative and problem-solving oriented;
- driving license.

Information for the applicants:

The deadline for applications is May 7th 2009.



Interested applicants should submit the following:

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 29August 1997).

Please note that all the documents shall be submitted in English

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

Centrum Projektów Europejskich

ul. Domaniewska 39A

Warszawa 02-672

Moreover, the cover letter should be also send by e-mail to the attention of Mrs Beata Kudłacz at the following address: Beata.Kudlacz@mrr.gov.pl

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

For further questions or information please contact Mrs. Beata Kudłacz at the following address: Beata.Kudlacz@mrr.gov.pl