

**Vacancy announcement / job description for the  
Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme  
Joint Technical Secretariat  
Programme Manager Assistant position**

The objective of the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme is to develop and realise cross-border cooperation projects in the specified programme area. In order to achieve its goals the Programme set up a professional and effective JTS with international staff covering the programme area. Currently the Programme is seeking for an additional educated and experienced professional for the position of Programme Manager Assistant.

The **Joint Technical Secretariat (JTS)** is responsible for the day-to-day programme management, supplies potential applicants with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS assists the Joint Monitoring Committee and the Joint Managing Authority in carrying out their respective duties. The JTS is established within VÁTI Nonprofit Ltd. in Budapest. 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 reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion of the project generation activities and participation in the project selection process; the management of the joint partner search database and the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring Committee and Project Selection Committees including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

In order to have a broader view on the Programme and the tasks of the JTS please check out the programme website: [www.huskroua-cbc.net](http://www.huskroua-cbc.net)

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**POSITION: PROGRAMME MANAGER ASSISTANT OF HU-SK-RO-UA JOINT TECHNICAL SECRETARIAT**

***Responsibilities of the Programme Manager Assistant of JTS***

The **Programme Manager Assistant** is responsible for the smooth working conditions within the JTS being responsible for the general administration of its day-to-day operation, assisting the head and the staff of the JTS, and is providing all internal and external secretarial services to the members of the staff. Besides secretarial duties Programme Manager Assistant takes part in specific administrative programme management tasks.

***Tasks***

- to carry out general office work (internal and external communication, mailing);
- to handle daily mail, courier services and special postal services;
- to make liaison between the JTS and the hosting organisation's back-office;
- to prepare and handle contracts with service providers, consultants and contractors;
- to handle travel arrangements for staff members;
- to assist in programme and project communication activities (organisation of events, up-dating the web-page of the Programme, etc.);
- to prepare minutes of meetings; and assist the implementation of the meetings;
- to contribute to project seminars and conferences as appropriate;
- to be actively involved in the implementation of other Programme support activities;



- to contribute to the programme website, leaflets, brochures and other publications;
- to prepare presentations, statistics and monitor figures at programme level;
- to perform other relevant duties deriving from the coordination of the Programme.

### **Employment criteria**

- **Qualification or proved professional experience in administrative and/or organisational matters;**
- **Fluent in spoken and written in English and in one language of the Programme area (more is an advantage);**
- **Excellent computer skills: MS Office including Excel, Word, PowerPoint and Internet.**

### **Assets**

- university or college degree in the any of the following fields: communication, regional development, spatial planning, public administration, economics, law;
- good understanding and knowledge of the programme area, in particular the Partner country;
- experience and knowledge of the specificities of grant's implementation of Structural Funds, Cohesion Fund and/or international project management (knowledge of grant's implementation in Ukraine is an additional asset);
- knowledge of cross-border cooperation;
- experience in and ambition to work in an international environment with different administrative traditions;
- communication and networking skills;
- analytical, creative and problem-solving thinking;
- self-confidence;
- attention to detail and accuracy;
- organising ability;

### **Terms of employment**

The position is based on a full-time contract under Hungarian law and is for a definite period, until the end of 2015 but it may be prolonged. The employment is linked with the programming period of the Hungary-Slovakia-Romania-Ukraine ENPI Cross-border Co-operation Programme.

### **Salaries**

The competitive salary will be related to qualifications, experience and the costs associated with living abroad.

### **Location**

Budapest, Hungary.

### **Application procedure**

The deadline for applications is **8 September 2014**.

Interested applicants should submit

- a resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (copy only)

These documents will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview. The application should be submitted by registered mail or courier service directly to the following address:



**Hungary-Slovakia-Romania-Ukraine**  
ENPI Cross-border Cooperation Programme

The Programme is co-financed by the  
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**HU-SK-RO-UA ENPI Joint Technical Secretariat  
Széchenyi Programme Office Nonprofit Ltd.  
H-1016, 30-32, Gellérthegy u. Budapest  
Hungary**

**Please declare on the envelope:**

Application for the HU-SK-RO-UA JTS Programme Manager Assistant position

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

The candidate should send his/her **CV and motivation letter in electronic format** as well to the following email addresses until the deadline:

[aszakacs@vati.hu](mailto:aszakacs@vati.hu), [gabor.jenei@me.gov.hu](mailto:gabor.jenei@me.gov.hu)