

Recruitment announcement

The Joint Secretariat of the Interreg V-A Slovakia-Hungary Cooperation Programme, operating within Széchenyi Programme Office Nonprofit LLC. is recruiting one full time Programme Manager, one full time Financial Manager and one full time Programme Manager with financial tasks in its Budapest Office (Hungary).

Interreg V-A Slovakia-Hungary Cooperation Programme promotes cross-border cooperation and territorial development.

The priorities of the programme include:

- the integrated development of nature and culture,
- enhancement of cross-border mobility, (by increasing the density between border crossing points along the Hungarian-Slovak border, improving cross-border public transport services and improving cross-border logistic services) and
- promotion of sustainable and quality employment and supporting labour mobility
- development of cross-border cooperation of public authorities and people.

The ERDF budget of the programme makes up to 155,8 million euro for the period of 2014-2020.

The Joint Secretariat (JS) works in close co-operation with the Managing Authority while being independent from the national administrative structures. The Joint Secretariat assists the Managing Authority, the Monitoring Committee, the Audit Authority and the Certifying Authority in carrying out their respective duties. The duties of the JS 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 proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion the project generation activities and participation in the project selection process; support the Info Points in Košice, Nitra and Bratislava in its activities; the updating of the programme's internet homepage; secretariat tasks in support of the Monitoring Committee including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

The Joint Secretariat is established within Széchenyi Programme Office Nonprofit LLC. in Budapest.

In order to have a broader view on the programme and the tasks of the JS please contact the Cooperation Programme, as well as other program related documents on the official web-site of the programme: www.skhu.eu.

The programme currently has 6 members of staff. The programme strives for international staff and a balanced knowledge of programme languages and cultural backgrounds within the whole team.

Both tasks require an understanding of EU funding instruments and especially the European Regional Development Fund (ERDF) or, specifically, European Territorial Cooperation (ETC). In depth knowledge of the programme priorities is an asset.

SKHU Programme Manager

General job description

The Programme Manager is responsible for the monitoring and control of the implementation of the approved projects under the supervision of the Head of JS and according to the principles and decisions of the programme partners. S/he is also the contact to applicants and project partners for providing consultancy on administrative and content related requirements of the applications and the project implementation.

Main tasks will consist of

- preparation of programme manuals, continuous development of internal regulations;
- preparation of calls for proposals;
- providing support and consultancy to project applicants during the application phase;
- coordinating and participating in the project selection and evaluation procedure according to the programme's manuals;
- assisting project partners throughout project implementation;
- collecting and reviewing project reports;
- preparing documents and materials for decisions of the Monitoring Committee;
- organizing, providing consultancy at project seminars, conferences and other events;
- preparing statistics and monitoring figures at programme level for the Monitoring Committee, the Managing and National Authorities, the Audit Authority, Certifying Authority and the European Commission, and assisting the organisation of their meetings; preparing minutes;
- preparing thematic reports on progress of projects and reporting to programme actors on financial progress of the projects;
- preparation of reports to the programme actors on the implementation of the programme;
- performing other relevant duties deriving from the management of the programme.

Requirements

- Experience of the administration of international cooperation, minimum 3 years demonstrated experience in EU project or programme management (preferably cross-border cooperation);
- Team spirit and flexibility are essential. The position involves fitting into a small team and sometimes lending a hand with whatever needs doing, including administration and practical tasks;
- Pro-active approach and willingness to develop yourself and your work;
- Excellent computer literacy;
- Willingness to travel;
- Availability to work overtime when necessary;

- Good advisory, presentation and drafting skills;
- Analytical, creative and problem-solving skills;
- Attention to detail and accuracy;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines;
- Fluent in spoken and written English, as well as in Slovak and/or Hungarian;
- Relevant university or college degree (in any suitable field of relevance to the mentioned tasks).

Assets

- Good understanding and knowledge of the needs of the programme area;
- Experience/skills regarding the content of priority axis defined by the programme (e.g. engineering, technical skills);
- Experience of working in cross-border co-operation projects;
- Good administrative skills (understanding of the EU regulatory framework).

SKHU Financial Manager

General job description

The Financial Manager is responsible for dealing with both programme and project level financial issues including the budget of the programme and the Technical Assistance and all related financial flows and procedures.

Main tasks will consists of

- Managing financial information on the programme and reports it to programme bodies;
- Monitoring financial flows and using of programme funds, including the TA budget, providing input to the monitoring system;
- Participating in the development of the audit trail and financial implementation guidelines;
- Co-ordinating the control activities at programme level;
- Fulfilling other administrative tasks with relevance to financial procedures and activities;
- Providing assistance to individual applicants in the development of their project, contributing to information events, and participating in financial assessment and monitoring.
- Carrying out financial monitoring and certification of project's payment claims/financial reports of the Lead Beneficiaries of the projects;

- Preparation of reports and statistics including payment claims and reporting to the stakeholders and the European Commission;
- Contributing to the co-operation between MA/JS and organisations responsible for national First Level Control (FLC);
- Communicating and sharing information with stakeholders;
- Contributing to the preparation of necessary documents and materials for the Managing Authority, Member States and other stakeholders;
- Ensuring that expenditure complies with applicable Community, national and programme level rules checked by the First Level Controllers;
- Drawing up accounts on the expenditure that was incurred in accordance with EU regulations;
- Taking into account audits carried out by the Second Level Audits or other relevant bodies.

Please, be noted that besides the tasks listed above - upon request and considering the workload deriving from programme management life cycle, the person to be selected might be asked to contribute to project manager tasks.

Requirements

- Relevant university degree (e.g. in international finance, finance, international business, business relation, accounting, economy);
- Minimum 3 years demonstrated experience in EU financial project or programme management;
- Pro-active approach and willingness to develop yourself and your work;
- Excellent computer literacy;
- Willingness to travel;
- Availability to work overtime when necessary;
- Good advisory, presentation and drafting skills;
- Analytical, creative and problem-solving skills;
- Attention to detail and accuracy;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines;
- Fluent in spoken and written English, as well as in Slovak and/or Hungarian;

Assets

- Good understanding and knowledge of the needs of the programme area;
- Experience of working in cross-border co-operation projects;
- Knowledge of basic accounting procedures and regulations of the country hosting Managing Authority and Certifying Authority
- Knowledge of EU regulations on financial management;

SKHU Programme Manager with financial tasks

General job description

The Programme Manager with financial tasks acts under the supervision of the Head of JS and according to the principles and decisions of the programme partners is responsible for the monitoring and control of the implementation of the approved projects.

S/he is also the contact to applicants and project partners for providing consultancy on administrative and content related requirements of the applications and the project implementation. Her/his main tasks are listed in the Programme Manager section; in addition s/he has special financial tasks.

Main financial tasks will consist of

- Financial monitoring and certification of project's payment claims/financial reports of the Lead Beneficiaries of the projects;
- Preparation of reports and statistics including payment claims and reporting to the stakeholders and the European Commission;
- Contributing to the co-operation between MA/JS and organisations responsible for national First Level Control (FLC);
- Communicating and sharing information with stakeholders;
- Contributing to the preparation of necessary documents and materials for the Managing Authority, Member States and other stakeholders;
- Specifically, the task will consist of the following:
 - Ensuring that expenditure complies with applicable Community, national and programme level rules checked by the First Level Controllers;
 - Arithmetic checks, including records of amounts recoverable, amounts recovered and amounts withdrawn from payment applications;
 - Drawing up accounts on the expenditure that was incurred in accordance with EU regulations;
 - Taking into account audits carried out by the Second Level Audits or other relevant bodies;

Requirements

- Experience of the administration of international cooperation, minimum 3 years demonstrated experience in EU project or programme management and financial management (preferably cross-border cooperation);
- Team spirit and flexibility are essential. The position involves fitting into a small team and sometimes lending a hand with whatever needs doing, including administration and practical tasks;
- Pro-active approach and willingness to develop yourself and your work;
- Excellent computer literacy;
- Willingness to travel;
- Availability to work overtime when necessary;

- Good advisory, presentation and drafting skills;
- Analytical, creative and problem-solving skills;
- Attention to detail and accuracy;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines;
- Fluent in spoken and written English, as well as in Slovak and/or Hungarian;
- Relevant university or college degree (in any suitable field of relevance to the mentioned tasks and to the priority of the programme, e.g. international finance, finance, international business, business relation, accounting, economy)

Assets

- Good understanding and knowledge of the needs of the programme area;
- Experience of working in cross-border co-operation projects;
- Good administrative skills (understanding of the EU regulatory framework).

Terms of employment

The positions are based on a full-time contract under Hungarian law. All members of staff will be employed by the Széchenyi Programme Office Nonprofit LLC. The location of work will be the Széchenyi Programme Office Nonprofit LLC' office in Budapest. The working language is English.

The competitive salary will be related to qualifications, experience.

The contract of the full time programme and full time financial manager is foreseen for a definite period according to Hungarian Labour Code. The contract of the full time programme manager with financial tasks is foreseen until the replacement of a colleague on maternity leave is needed.

Applications and selection

Interested applicants are requested to submit

- an Europass format resume (CV) in English with photo and a typed motivation letter in English and Slovak/Hungarian,
- proof of education, professional experience and language knowledge (scanned version).

Deadline for submitting applications is 24:00 CET 9th of September 2016.

Applications should be sent in electronic format to the following e-mail addresses until the deadline:

- szpiallas@szechenyiprogramiroda.hu
- csveres@skhu.eu
- Nikoletta.Horvath@me.gov.hu
- Iveta.Namerova@land.gov.sk

with a reference to the position you apply for.

The application package will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview.

Interviews are foreseen to be held on 38th week of 2016 in Budapest. The interview/selection team will consist of the Managing Authority/National Authority/Joint Secretariat. The interviews will be conducted in English. Only those candidates who are invited for interviews will be contacted.

Additional information

www.skhu.eu