

Vacancy announcement

The vacancy

The Joint Secretariat of the Interreg Hungary-Slovakia Programme, operating within Széchenyi Programme Office Nonprofit LLC. is recruiting a full time Programme Manager in its Budapest Office in Hungary.

About the Joint Secretariat

The Joint Secretariat (JS) works in close cooperation with the Managing Authority while being independent from the national administrative structures. The Joint Secretariat assists the Managing Authority, the National Authority, the Monitoring Committee, the Audit Authority and the Body carrying out accounting function in implementing 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.

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

About the Interreg Hungary-Slovakia Programme

Interreg Hungary-Slovakia Programme promotes cross-border cooperation and territorial development. The priorities of the programme include:

- Green cooperations,
- Social cooperations;
- Institutional cooperations.

The European Regional Development Fund (ERDF) budget of the programme makes up to 133 million euro for the period of 2021-2027. In order to have a broader view on the programme and the tasks of the JS please read the Programme, as well as other program related documents on the official web-site of the programme <http://www.skhu.eu/>.

Vacancy position: HUSK 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 beneficiaries for providing consultancy on administrative and content related requirements of the applications and the project implementation.

The programme strives for international staff and a balanced knowledge of programme languages and cultural backgrounds within the whole team. The tasks require an understanding of EU funding instruments and especially the European Regional Development Fund or, specifically, European Territorial Cooperation (ETC). In depth knowledge of the programme priorities is an asset.

Main tasks

- continuous development of internal regulations;
- 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 beneficiaries throughout project implementation;
- collecting and reviewing project reports and project follow-up reports;
- preparing documents and materials for decisions of the Monitoring Committee;
- organizing and active participation at information days, project seminars, conferences and other events;
- preparing statistics and monitoring figures at programme level for the Monitoring Committee, the Managing and National Authorities 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 for the candidate

Minimum requirements

- Work experience in public and/or state and/or international administration and/or in private sector and/or in law in minimum 2 years;
- Fluent in spoken and written English, as well as in Slovak and/or Hungarian;
- Relevant university or college degree (bachelor`s/master`s/doctorate degree, completed with a diploma) in public administration and/or law and/or regional development and/or economic/social sciences and/or finance/business.

Additional requirements

- Team spirit and flexibility: 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;

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, cooperation of public authorities);
- Experience of working in project management and/or in cross-border co-operation projects;
- Good administrative skills and understanding of the EU regulatory framework.

Terms of employment

- ❖ The position is based on a full-time contract under Hungarian law.
- ❖ Members of staff are employed by the Széchenyi Programme Office Nonprofit LLC.
- ❖ The location of work is the Széchenyi Programme Office Nonprofit LLC. office in Budapest.
- ❖ The working language is English.
- ❖ The competitive salary will be related to qualifications, experience.
- ❖ Probation period of 3 months will be applied.

Selection procedure

How to apply

The application process will be managed through electronic correspondence. The interested candidates are invited **to submit their Curriculum Vitae (CV) in Europass format in English with photo, copies of relevant diploma(s) and cover letter.**

Deadline for submitting the CV is

30 June 2023 | 23:59 CET.

The CV shall be sent electronically to the following e-mail addresses:

szpiallas@szpi.hu

csveres@skhu.eu

**The subject of the email shall indicate the following text:
“HUSK-2301 Programme Manager”**

Applications submitted after deadline will not be considered.

Assessment of applications

The submitted 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.

Interviews with short-listed candidates are foreseen to be held till July 2023 in Budapest. The interviews will be conducted in English. Only those candidates who are invited for interviews will be contacted. Travel costs to Budapest for the invited candidates will not be reimbursed.

Clause

By submitting the application the candidate gives consent that within the Interreg Hungary-Slovakia Programme the personal data provided by the candidate in the submitted documents will be handled in line with the relevant national and community laws. The aim of the data collection is to establish an employment relationship with the selected candidate. The information submitted by the candidates and the selection process documentation might be shared with other management organizations (e.g.: Managing Authority, National Authority), who are involved in the decision making process. In case it is requested by the candidate, his/her data will be deleted from the database of the involved organizations.