

Centrum Projektów Europejskich is searching for candidates to join:

The Joint Secretariat of the Cross-border Cooperation Programme

Interreg Poland – Slovakia 2021-2027

for the position of:

Team Coordinator

Reference: CPE-PLSK-3/2024

Number of vacancies: 1

Place of work: Krakow, Republic of Poland

The Interrg Poland-Slovakia 2021 -2027 in a nutshell

Serving the European's Union objective of "European Territorial Cooperation", the Interreg Poland – Slovakia 2021-2027 is a "Cross Border" programme under the European Territorial Cooperation Goal, meaning it aims to support the development of the border region between Poland and Slovakia. The Programme will be to protect and promote cultural heritage and tourism. To achieve this EU funds will support cross-border initiatives such as tourism information and promotion systems to foster a competitive, innovative, and integrated approach to tourism, its products, and services. At the same time, the programme will build human capital and raise awareness on sustainable tourism practices as well as on the requirements of the European Green Deal and the New European Bauhaus. This priority will strongly encourage citizen participation through public consultations. The programme will also address cross-border challenges relating to the impact of climate change on living conditions in the region. This focus runs parallel to the programme's attention to the protection of nature and preservation of biodiversity.

Another priority will be to support the modernisation of cross-border roads and promote sustainable transport like electric vehicles. Furthermore, the programme will support institutional capacity of public authorities and foster closer cooperation of local stakeholders. The objective is to build mutual trust and improve the cooperation governance to create a fully integrated border region. To learn more please visit www.plsk.eu.

Working in an international environment – the Joint Secretariat in Krakow, Poland

Located in Krakow, the historic royal city in the south of Poland, the Joint Secretariat (JS) is responsible for the day-to-day management of the Programme, assessing submitted project applications and monitoring the implementation of the approved operations. The JS provides assistance to Polish and Slovak Beneficiaries implementing the joint projects and also promotes the Programme and disseminates information about its results. The JS assists the Managing Authority (MA), the National Authority (NA) and the Monitoring Committee (MC) of the Programme in carrying out their respective duties. The Programme's working language is Polish and Slovak. In dealing with stakeholders, the working language is English.

The JS is hosted by the Center of European Projects (CPE), a Polish state-budget unit established by the Minister for Development Funds and Regional Policy for the purpose of supporting the implementation of European programmes: www.cpe.gov.pl .

Who we are looking for

The JS is looking for **a reliable, committed and open-minded team coordinator, enthusiastic to work in an international environment and join a small dynamic team** in Krakow.

The team coordinator will be responsible for planning and monitoring the team's work concerning assessing projects' proposals, preparing contracts for approved projects, verification of projects payment claims, planning and monitoring the portfolio of the Programme projects. The **team coordinator** will be in charge of providing advice and information on implementation, reporting and budgetary issues, cooperation with institutions involved in the Programme implementation as well as project assessment and monitoring.

What do we offer

Starting as soon as possible, the selected candidate after 3 months of probation period **will be offered a full-time contract under the Polish law**. In the light of the overall living costs in Krakow/Poland, the selected candidate will be offered **a competitive remuneration package**, determined individually based on the candidate's qualifications, experience. Our dynamic international working environment acknowledges performance, teamwork and initiative. At the same time we encourage skills development through individually planned training and education schemes. The fringe benefits package includes subsidizing the costs for participation in culture or sport events as well as social benefits for kids and holidays and a partly-covered discount card to different sport objects in the city.

Exemplary tasks and responsibilities:

- coordination of the application and project assessment processes;
- coordination of preparation and approval of the Subsidy Contracts;
- coordination of approval of projects' progress reports and issuing payment requests;
- monitoring the progress of work and reporting the results;
- being actively involved in preparation, participation in the Programme conferences, panel discussions, other promotion events;
- maintaining the Programme databases;
- preparation of relevant documents and assisting the MC meetings;
- providing the Programme management support including implementation of decisions made during the MC meetings, drafting minutes, reviewing (including also language support), developing and improving the Programme documents, etc;
- conflict resolution and good relations between team members;
- creating and implementing procedures and process related to the team's activities ensuring compliance with Programme procedures.

Essential qualifications:

- University degree, preferably in European Studies, Political Studies, International Relations, Law, Economics, Regional Development, Public Administration or related fields;
- at least 3 years of proven professional experience at manager's or similar position involving leading and coordination of work of other staff members, preferably with the administration of Structural Funds and/or EU Programme/ or international project implementation (preferably INTERREG or other EU funded programmes);
- at least 1 year of proven professional experience confirming participation in the process of evaluation and selection of projects financed by EU structural funds and/or in the process of verification of payment claims;

- ability to propose solutions concerning administrative, financial procedures related to the day-to-day Programme management, including legal settings, control requirements etc;
- organizational and managerial skills
- good command of English (at least B2);
- excellent analytical skills;
- excellent computer skills with respect to MS Office.

Additional assets:

- knowledge of the Polish or Slovak regulations of the Structural Funds especially concerning European Territorial Cooperation programmes;
- ability to work under pressure and meet tight deadlines;
- driving license;
- knowledge of both programme languages (Polish and Slovak).

Required documents:

1. CV in English
2. A cover letter of no more than two pages, briefly describing the motivation and suitability of the candidate in relation to the tasks and qualifications relevant to the post;
3. The interviews can be held in Polish, English or Slovak.

Please send the following statement with the documents:

I hereby authorize Centrum Projektów Europejskich with registered seat in Warsaw, Puławska 180 str. to process my personal data strictly for recruitment purposes in accordance with the Law on Personal Data Protection of 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection). Furthermore, I declare that I have been informed that: the administrator of my personal data collected on the basis of this consent is Centrum Projektów Europejskich with registered seat in Warsaw, Puławska 180 str.; collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion; I have the right to access my personal data and request their correction or removal; I was informed that my application may be forwarded to the institutions involved in the implementation of the Programme i.e. Ministry of Development Funds and Regional Policy of the Republic of Poland and heads of the South Baltic Programme's Monitoring Committee delegations. Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered! At any time, you can withdraw your consent by contacting us at: iod@cpe.gov.pl

Copies of documents proving education, working experience and qualifications will be required to be presented during the interview.

Submission:

Applications in English stating the reference number, including cover letter, must be submitted by email till **13 January 2025** to the following email addresses of the Center of European Projects / Joint Secretariat: rekrutacja@cpe.gov.pl

Additional information:

- Incomplete applications as well as applications without the consent for processing of personal data will not be considered.
- Only applications received by the closing date indicated for this vacancy announcement will be considered.
- Only selected candidates will be contacted.
- The interviews are planned to be held in the JS premises in Krakow, Poland.

- Proposed salary level (dependent on the candidate's knowledge and experience) is: 4 600 PLN – 9 000 PLN gross.
- Seniority allowance: Employees are entitled to seniority bonus, amounting to 5% of the basic monthly salary, after 5 years of work. This bonus is increased by 1% for each consecutive year of work, to reach 20% of the basic monthly salary after 20 years of work. Seniority allowance is calculated inclusive of all previously completed employment periods, as well as other periods, provided that such periods are subject to such inclusion to seniority pursuant to separate regulations.
- After having worked effectively in a given calendar year for at least 6 months, the employee acquires the right to an additional annual salary.
- All employees have equal rights to participate in training, the average annual amount for training per employee is 6000,00 PLN.
- According to the Labor Code and the Working Regulations in CEP each employee can apply for an individual/flexible working time hours between 6:30 a.m. and 6.30 p.m.
- The work is going to be delivered stationary in the office with the possibility of home office (min. 24 days of home office per year, additional days for possibility of home office can be agreed on individual basis).
- The successful candidate will be obligated to provide documents confirming the university degree and professional experience (translated into Polish – if relevant).
- For any further questions on the recruitment process and working conditions, please consult additional information or contact us at rekrutacja@cpe.gov.pl.
- For any further questions or information on the scope of the position, please contact Katarzyna Surma at ksurma@plsk.eu
- The position is financed from the European Regional Development Fund. The Center of European Projects (in Polish - Centrum Projektów Europejskich) with registered office in Warsaw, 02-670, at ul. Puławska 180 is the administrator of your personal data and informs that personal information contained in your CV, cover letter will be processed solely for the purpose of carrying out the recruitment process. Data submission is voluntary but necessary to undergo the recruitment process.
- You have the right to access your personal data and correct, delete or limit the processing of it, as well as the right to object, demand cessation of processing and data transfer, as well as the right to withdraw your consent at any time. To do so, please contact the Data Protection Inspector via the e-mail address: iod@cpe.gov.pl.
- You have the right to submit a complaint to the supervisory authority - the President of the Office for Personal Data Protection - when you find a violation of the processing of your personal data.
- The administrator handles the following categories of your personal data: name and surname, address, e-mail, address, phone number, date of birth (if provided) and other data if provided in the application.
- For the purposes of recruitment process your personal data may be made available to persons authorized by our Institution, our employees who must have access to the data to perform their duties; to the Data Protection Inspector; other data recipients (e. g. couriers, banks). Your application and the personal data contained therein may be forwarded to the authorised representatives of the Managing Authority (Ministry of Development Funds and Regional Policy of the Republic of Poland) and the National Authority (Ministry of Investment, Regional Development and Informatization of the Slovak Republic).