



EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND

EUROPEAN TERRITORIAL COOPERATION

CENTRAL EUROPE PROGRAMME

VACANCY IN THE JOINT TECHNICAL SECRETARIAT

Project Finance Manager

Recruitment Package

GENERAL DESCRIPTION OF THE CENTRAL EUROPE PROGRAMME

The CENTRAL EUROPE programme is part of European Territorial Cooperation 2007-2013, a policy framework that supports cooperation between regions in the European Union. CENTRAL EUROPE promotes economic, environmental and social development in Central Europe.

The CENTRAL EUROPE programme supports cooperation projects between regions that promote economic, environmental and social development by elaborating joint solutions and preparing infrastructure investments in the fields of Innovation, Accessibility, Environment and Competitiveness and Attractiveness of Cities and Regions. It is financed by the European Regional Development Fund (ERDF).

The programme makes €246 million available to support projects involving cooperation between national, regional and local actors in the period 2007-2013. The programme serves regions from Austria, the Czech Republic, Germany, Hungary, Italy, Poland, the Slovak Republic and Slovenia.

The programme should, hence, play a considerable role in strengthening the development efforts of these countries and their regions, while contributing to an integrated development of the entire programme area by promoting trans-national cooperation projects with mutual benefit, tangible outputs and concrete results.

Target groups are regional, local and national authorities, development agencies, universities and research institutes, chambers of commerce, innovation centres and private actors in the field of innovation, economic development, infrastructure and environment.

CENTRAL EUROPE MANAGEMENT STRUCTURE

The CENTRAL EUROPE Programme has the following management structure:

❖ **Monitoring Committee**

Composed of representatives of the Member States of the programme, the Monitoring Committee (MC) supervises and ensures the quality and effectiveness of programme implementation and approves projects for funding.

❖ **Managing Authority**

The Managing Authority (MA) is responsible for management and implementation of the programme in accordance with the principle of sound financial management and in line with EU regulations for the management of EU funds.

❖ **Certifying Authority**

The Certifying Authority (CA) ensures that expenditures comply with European and national rules, and it is responsible for payments to the Lead Partners.

❖ **Audit Authority**

The Audit Authority (AA) ensures that audits are carried out according to internationally accepted audit standards, in order to verify the effective functioning of the management and control system of the programme and the eligibility of the expenditure declared to the Commission.

❖ **Joint Technical Secretariat**

The Joint Technical Secretariat (JTS) assists the Managing Authority, the Monitoring Committee and, where appropriate, the Audit Authority in programme management, and it provides guidance to project partners and applicants.

❖ **Network of Contact Points**

Member States participating in the CENTRAL EUROPE programme establish Contact Points (CPs) representing the programme in their countries. Coordinated by the Joint Technical Secretariat, these points aim to complement the activities of the JTS by providing applicants with first information and advice, and by contributing to the dissemination of results achieved.

Role of the CENTRAL EUROPE Joint Technical Secretariat

In accordance with Article 14 of the Regulation EC No 1080/2006, the Managing Authority has set up a Joint Technical Secretariat based in Vienna.

Generally speaking, the services provided by the JTS comprise the administrative support of the Department for EU-Strategy and Economic Development of the City of Vienna acting as MA of the CENTRAL EUROPE Programme for the programming period 2007-2013 and the closing period of funding until 2015. Additionally, the JTS will also assist the Monitoring Committee and, where appropriate, the Audit Authority in carrying out their respective duties.

In particular, the JTS undertakes the day-to-day implementation of the programme and namely it:

- Supports the Managing Authority and the Audit Authority in fulfilling their tasks for implementation of the programme,
- Prepares and provides all necessary information to the Managing Authority, the Audit Authority and Certifying Authority to allow the fulfilment of their responsibilities;
- Organizes and coordinates calls for proposals, prepares an Application Pack, standardized forms and contracts for the purpose of assisting/guiding potential project applicants;
- Assists in the preparation of strategic papers for targeted calls to be submitted to the Monitoring Committee for discussion and approval;
- Receives submitted applications, ensures that projects are assessed in accordance with the criteria applicable to the programme along defined eligibility and selection criteria;
- Assists/guides the Lead Partners during project development and implementation;
- Receives progress reports submitted by the Lead Partners, monitors progress made by the projects; administers and updates the monitoring database;
- Coordinates and implements the Technical Assistance activities approved by the Monitoring Committee;
- Assists the Managing Authority to ensure compliance with the information and publicity requirements laid down in Article 69 of the Regulation EC No 1083/2006 and develops the communication and capitalization plan that will be approved by the Monitoring Committee together with the Managing Authority;
- Implements the communication and capitalization plan in cooperation with the Contact Points;
- Coordinates the network of Contact Points and cooperates with them with regards to joint efforts, including the scheduling/content of transnational activities according to the communication and capitalization plan and the implementation of the annual work plan of Contact Points;
- Coordinates the network of financial controllers comprising controllers designated according to Article 16 of the ERDF regulation ('First level control bodies') and supports the Group of Auditors.

The JTS also ensures the close co-operation with the bodies competent for programme implementation, the European Commission, other European Territorial Cooperation

programmes as well as with organizations, institutions and networks relevant for the objectives of the CENTRAL EUROPE Programme¹.

The working language is English.

The JTS CENTRAL EUROPE is currently looking for candidates to fill the following job position:

- One Project Finance Manager

¹ Detailed information on the JTS tasks are provided in the CENTRAL EUROPE Operational Programme available at www.central2013.eu

DESCRIPTION OF THE OPEN POSITION

Project Finance Manager

Main duties and responsibilities

The selected candidate will perform the following tasks:

Project finance guidance

- Provide guidance to Lead applicants and applicants during the preparation of project proposals on eligibility and quality criteria, focusing on financial issues
- Provide guidance to the Lead Partners and partners of approved projects during the entire project implementation phase, including but not limited to financial reporting and payment procedures, eligibility of expenditure and control
- Contribute to the organization and implementation of events addressed to the applicants and the partners to present the programme, its goals and procedures

Project finance evaluation and monitoring

- Assess project applications, with a focus on the financial section
- Monitor finance aspects of approved projects through the analysis of the Finance Progress Reports
- Keep the programme database updated for the projects under his/her responsibility
- Assist Project Managers in drafting Subsidy Contracts and their amendments in relation to financial matters
- Prepare written procedures to the MC regarding requests from projects dealing with financial matters
- Provide reports and information on projects and their implementation to the MA, CA and MC
- Visit the projects

Support to Programme Finance management and control

- Support the Head of Finance in the implementation of all relevant aspects of programme finance management, including the development of financial procedures, the elaboration of relevant documents and the check of performance of First Level Control bodies
- Support the Head of Finance in the implementation of programme control activities deriving from Community requirements, with a special focus on activities under the responsibility of the MA, CA and AA
- Participates in the JTS coordination meetings and in the MC meetings

Selection criteria

The Project Finance Manager will be appointed on the basis of personal merit and will be considered for the selection phase on the basis of the following formal criteria to be fulfilled for applications:

- Hold a university degree, preferably in Finance-related fields, or professional equivalent experience
- Have at least 3 years of professional experience covering the most relevant aspects of project finance management and/or control/audit in transnational, interregional or other relevant EU funding programmes
- Be a national of a Member State of the European Union
- Have excellent knowledge of English language and knowledge of another language of the CENTRAL EUROPE Programme

Evaluation criteria

- Sound knowledge of the European legislation and in particular of the EU Structural Funds regulations and procedures, especially in relation to eligibility of expenditure and control systems
- Knowledge of international audit standards will be positively evaluated
- Experience in project assessment and monitoring
- Communication and presentation skills
- Strong analytical capacities
- Independence combined with co-operative working approach
- Ambition to work in an international environment and willingness to travel and work on a flexible time schedule
- Skills in computer literacy and using database

General conditions

Applications from Countries of the EU CENTRAL EUROPE Programme area (Austria, The Czech Republic, Germany, Hungary, Italy, Poland, Slovakia and Slovenia) are encouraged.

IMPORTANT INFORMATION FOR CANDIDATES

Candidates short-listed will be called for an interview. Inclusion in the short-list does not guarantee any appointment.

Confidentiality

Candidates are reminded that the selection is confidential. All enquiries or requests for information or documentation in relation to the selection should be addressed to the address referred below. Candidates are asked to report any potential change of contact information in writing without delay.

Equal Opportunities

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

Terms and Conditions for Employment

- The working place will be Vienna (Austria)
- Working at the JTS should start not later than May 2010 and will last until 2012. The contract can be prolonged until 2015 at the longest, based on the results of internal performance evaluations. The employment is foreseen on a full-time basis
- The employment will be under Austrian law
- The services will have to be provided in close co-operation with and supervised by the Head of Finance.
- The annual salary will depend on professional background, experiences and responsibilities as well as on the existing salary for comparable positions inside the JTS.

SUBMISSION OF APPLICATIONS

Interested individuals are invited to send their applications in English, including the filled-in Application Form, Curriculum Vitae (using the European CV format²) and a motivation letter. Supporting documents might be requested on demand.

The Application Form can be downloaded from the CENTRAL EUROPE web page at <http://www.central2013.eu/top-menu/jobs.html>. On the web page you can also find more information on the CENTRAL EUROPE Programme.

The applications are to be sent preferably by e-mail but can also be faxed or delivered to the CENTRAL EUROPE Managing Authority:

City of Vienna
Department for EU-Strategy and Economic Development (MA 27)
Schlesinger Platz 2
1080 Vienna, Austria
Fax: +43 1 4000 7215
email: post@ma27.wien.gv.at

In the subject of the correspondence please quote "CENTRAL EUROPE JTS job application 2010" and the position to be filled (i.e.: Project Finance Manager).

The deadline for receipt of applications is 19 February 2010.

Interviews will take place in Vienna in March 2010.

² The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>