



EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND

EUROPEAN TERRITORIAL COOPERATION

CENTRAL EUROPE PROGRAMME

VACANCY IN THE JOINT TECHNICAL SECRETARIAT

Project 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 supervises and ensures the quality and effectiveness of programme implementation and approves projects for funding.

❖ **Managing Authority**

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

❖ **Audit Authority**

The Audit Authority 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 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 (JTS), 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 (MA) has set up a Joint Technical Secretariat (JTS) 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;
- 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:

- Project Manager.

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

DESCRIPTION OF THE OPEN POSITION

Project Manager

Main duties and responsibilities

The selected candidate shall perform the following tasks:

Project guidance

- Guides Lead applicants and applicants in the project preparation on Programme goals and priorities, work plan, composition of appropriate partnerships and management and on all necessary information on eligibility and quality criteria, in co-operation with the Project Finance Manager;
- Guides the Lead Partner and Project Partners on contractual obligations, monitoring, reporting and payment procedures;
- Contributes to the organization and implementation of events addressed to the applicants and the partners to present the Programme, its goals and procedures (e.g.: Info days, Lead Applicant Briefings) and to approved projects (e.g.: Lead Partners Seminars, Finance Seminars).

Project evaluation and monitoring

- Assesses the received project applications with a focus on the proposals' goals and activities description;
- Drafts Subsidy Contracts and their amendments with the assistance of the Project Finance Manager;
- Monitors activity aspects of the approved projects through the analysis of the Activity Reports in cooperation with the Project Finance Manager;
- Monitors projects' web site and collects projects' communication outputs in cooperation with the Communication manager;
- Keeps the Programme database updated;
- Provides monitoring activity reports and information on projects and their implementation to the MA, CA and MC;
- Prepares written procedures to the MC regarding special requests from projects (e.g. on partner change, work plan);
- Participates in specific horizontal activities;
- Visits the projects.

Support to capitalization

- Collects, synthesizes and communicates projects and Programme achievements as well as good practice; in cooperation with the Programme Manager Coordination, the Communication manager and the Coordination and Communication manager;
- Ensures capitalization of outputs and results according to Programme priorities and encourages cross-fertilization activities;
- Contributes to the development of methodological, thematic studies and dossiers as well as the organization of thematic seminars and cross fertilization workshops for Lead and Project Partners;
- Contributes to develop a plan to disseminate the results achieved by CENTRAL EUROPE projects at national level involving the relevant stakeholders and actors with a particular focus on mainstream Programmes;

Support to JTS coordination and management

- Supports to the development of procedures;
- Participates in JTS coordination meetings;
- Participates in the MC and Contact Points meetings;
- Contributes to the elaboration of relevant Programme documents;
- Represents the Secretariat in public events.

Selection criteria

The Project Manager will be appointed on the basis of personal merit and his/her in-depth knowledge of project management.

Candidates will be considered for the selection phase on the basis of the following formal criteria:

- Hold a university degree in relevant discipline(s) (e.g.: economics, public administration, business sciences, urban/spatial planning);
- Have a good knowledge of the EU institutions, their functioning and interaction as well as EU policies and legislation in particular the EU Structural Funds regulations and procedures;
- Have a good knowledge of the themes covered by Priority 4 - Enhancing competitiveness and attractiveness of cities and regions ;
- Have experience in the field of administration and technical support of projects and /or programmes within the scope of transnational or interregional ERDF co-operation programmes (e.g. INTERREG, Objective 1 or 2), other Structural Funds programmes, PHARE, CBC, regional development and similar fields; Professional experience of at least 3 years in project or programme management on a senior level with a focus on monitoring would be considered as an advantage;
- Be accurate, have experience and knowledge related to management techniques and consulting methods, in particular project management, development and co-ordination of projects, preparation of reports and presentations;
- Have experience in project evaluation and project monitoring;
- Have administrative skills and experience in administrative positions;
- Have a fluent command of English (written and spoken); the knowledge of another language of the CENTRAL EUROPE programme would be an asset;
- Very good communication skills including internet, e-mail and standard PC Office applications, previous working experience with databases is of advantage;
- Have personal characteristics such as flexibility, communication skills, co-operative working approach, strong analytical and conceptual approach; ambition to work in an international environment;
- Willingness to travel and work on a flexible time schedule.
- Be a national of a Member State of the European Union.

General conditions

Applications from Countries of the 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 in Vienna. 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 beginning of May 2010 at the latest 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 (40 hours a week).
- The employment will be under Austrian law.
- 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 (the CVs should preferably be drafted using the European CV format²) and a typed covering 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 2009" and the position to be filled (i.e.: Project Manager).

The deadline for receipt of applications is 26 February 2010.

Interviews will take place in Vienna end of March 2010.

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