

VACANCY NOTICE **Programme Manager in the Joint Secretariat of the Interreg NEXT Poland – Ukraine Programme**

Position/Unit: Programme Manager in the Programme Unit
Institution Joint Secretariat of the Interreg NEXT Programme Poland – Ukraine 2021-2027 / Center of European Projects
Location: Warsaw

1. Background

The Interreg NEXT Poland – Ukraine Programme 2021-2027 supports social and economic development of the borderland between involved countries. The Programme addresses common challenges in environment, public health, safety, security as well as borders management and promotes better conditions and modalities for ensuring the mobility of persons, goods and capital. It contributes to the identified regional needs by financing the implementation of non-commercial projects. The official Programme's language is English.

More at the Programme website: [PL-UA 2021-2027](https://www.pl-ua2021-2027.eu)

The Joint Secretariat (JS) has been established by the Managing Authority in order to ensure the daily Programme implementation.

Programme Unit of the JS

The Programme Unit assists the decision-making bodies of the Programme. It aims to safeguard the regulation aspects included in the Programme documents; assists in organization of calls for proposals, trainings and information sessions for the applicants and beneficiaries. Prepares the application packs for calls for proposals, organizes and monitors the implementation of the logical framework of the Programme.

It is responsible for day-to-day contacts and cooperation with the Programme Monitoring Committee as well as with institutions involved in the Programme implementation, particularly Managing Authority, but also European Commission, Tesim, Interact, various national and regional level institutions. It provides various reports from the Programme implementation, and also implements the information and communication plan of the Programme.

The Secretariat is hosted by the Center of European Projects, a Polish state-budget unit established for the purpose of supporting the implementation of European programmes (more at [cpe.gov.pl](https://www.cpe.gov.pl))

2. Who are we looking for?

The Secretariat is looking for a reliable, committed, experienced and open-minded Programme Manager, enthusiastic to join a dynamic team in an international environment. The successful candidate will be responsible for various tasks of the Programme Unit.

Key tasks include:

- Cooperation with Polish and Ukrainian institutions involved in the Programme implementation (including Monitoring Committee)
- Daily contact with the Managing Authority regarding Programme implementation i.e. reporting on the Programme's implementation progress, updating Programme documents, etc.

- Participation in development of guidelines for applicants and Programme manuals;
- Drafting reports, statistics and conclusions on the Programme implementation (e.g. annual report, thematic reports);
- Representing the Programme during Monitoring Committee meetings, appointments with the European Commission, Interact, Tesim etc.;
- Development of the Programme logical framework (activities, indicators) and keeping the monitoring system of the Programme updated, monitoring progress of the Programme indicators' achievement;
- Contributing to the preparation of calls for proposals – documents, materials and information sessions for applicants;
- Participation in the project selection procedure and the assessment of applications;
- Participation and contribution to the Programme seminars, information events and conferences as well as representing the Programme in events organized by other institutions;
- Providing content for the Programme website, brochures and other publications;
- Performing other relevant duties deriving from the management of the Programme.

3. What can we offer?

- chosen candidate will be offered employment contract under Polish law contract, with 3 months probation period and the open possibility to sign a regular contract of employment thereafter. The employment is foreseen on a 40 hours per week basis;
- In the light of the overall living costs in Warsaw, Poland, the selected candidate will be offered a competitive remuneration package, determined individually based on the candidate's qualifications and experience;
- The selected candidate will be offered an opportunity to benefit from working in the international and intercultural environment with various partners involved in the implementation of the Programme;
- The Secretariat offers flexible working hours (8 hours/day) in a hybrid format. The working environment acknowledges performance, teamwork and initiative, accompanied by an open feedback culture. It also provides encouragement for personalised development and training plans and opportunities for occasional get-togethers after working hours;
- The benefits package includes subsidizing the costs for participation in culture or sport activities as well as social benefits for kids and holidays and a partly-covered discount card to different sport objects in the city.

4. What are the minimum requirements and personal assets?

- Graduate or post-graduate university degree in any field of relevance to the mentioned tasks;
- At least three-year work experience in the EU funded programme/project management/implementation, preferably in territorial cooperation programmes;
- Good knowledge of European Territorial Cooperation / European Neighbourhood Instrument / Interreg/NDICI 2021-2027 regulatory framework;
- Knowledge of cross-border cooperation;
- Good understanding and knowledge of the Programme area;
- Fluent English (spoken and written);
- Computer savvy – MS Office including Excel, Word and PowerPoint, online meeting tools, databases etc.;
- Analytical, creative and problem-solving thinking;
- Self-confidence, attention to detail and accuracy;
- Organising ability;

- High accountability and ability to work in a team – communication skills;
- Willingness to travel.

Besides, the following attributes would be considered advantageous:

- Knowledge of Polish and Ukrainian languages;
- Knowledge of Polish and Ukrainian national legislations;
- Experience in implementation of the CBC programmes/projects;
- Experience in implementing communication activities that might be utilized in the work of the Programme Unit.

5. How to apply?

Required documents

- Curriculum Vitae (CV) in English, with the following statement:

I hereby authorize Center of European Projects with registered seat in Warsaw, Domaniewska 39A 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 Center of European Projects with registered seat in Warsaw, Domaniewska 39A 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 Managing Authority of the Programme i.e. the Ministry of Development Funds and Regional Policy of the Republic of Poland.*

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

- **Cover letter is not obligatory**, however if submitted, it shall be in English of not more than one page, explaining the motivation and suitability of the candidate for the vacant position.

Application entitled “Programme manager PL-UA” must be submitted by email **till 22.11.2023, 23:59 CET**, to the following email addresses: rekrutacja@cpe.gov.pl and andrzej.slodki@pl-ua.eu

Additional information

- Only applications received by the closing date indicated for this vacancy announcement will be taken into account;
- Only selected shortlisted candidates will be contacted;
- The personal interviews will be held this year in Warsaw (possibility of a video-conference). The selected candidate is expected to take the duty in January 2024;
- The selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish);
- The submitted application documents will not be returned;
- For any questions on the recruitment process and working conditions please contact us at: rekrutacja@cpe.gov.pl;
- For any questions or further information on the scope of the position, please contact Mr. Andrzej Słodki, Head of the JS at: andrzej.slodki@pl-ua.eu