



CENTRUM PROJEKTÓW EUROPEJSKICH



Centrum Projektów Europejskich is searching for candidates to join:

The Joint Technical Secretariat of the Cross-border Cooperation Programme Interreg V-A

Poland – Slovakia 2014-2020

for the position of:

Information Officer

Reference: CPE-III-3/2016

Number of vacancies: 1
Place of work: Kraków, Poland

The Interreg V-A Poland-Slovakia 2014-2020 in a nutshell

Serving the European's Union objective of "European Territorial Cooperation", the Interreg V-A Poland – Slovakia 2014-2020 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 has been established to help intensify cross-border cooperation in three main areas in line with Europe 2020 – 1. Preserving and protecting the natural and cultural heritage, 2. Promoting sustainable transport and removing bottlenecks in key network infrastructures and 3. Investing in education, training and vocational training for skills and lifelong learning. To learn more please visit www.plsk.eu.

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

Located in Kraków, the historic royal city in the south of Poland, the Joint Technical Secretariat (JTS) is responsible for the day-to-day management of the Programme, assessing submitted project applications and monitoring the implementation of the approved operations. The JTS provides assistance to Polish and Slovak Beneficiaries implementing the joint projects and also promotes the Programme and disseminates information about its results.

Who we are looking for

The JTS is looking for a reliable, committed and open-minded Information Officer, enthusiastic to work in an international environment and join a small dynamic team in Krakow. The Information Officer will be responsible for preparation and implementation of the information and promotion plan of the Programme, building the image of the Joint Technical Secretariat and the Programme, and preparing meetings and conferences of the Programme.

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 Kraków/Poland, the selected candidate will be offered **a competitive remuneration package**, determined individually based on the candidate's qualifications, experience as well as the costs generated by the fact of living abroad (if applicable). 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.

I. Exemplary tasks and responsibilities:

- Development of the information and promotion plans, as well as preparation and implementation of the information and promotion activities resulting from the key Programme documents;
- Preparation of the annual reports and reports on implementation of promotion plan for the purposes of the Monitoring Committee, European Commission and other institutions;
- Maintaining relations with media regarding the activities of the JTS and Programme;
- Management of the Programme website;
- Providing information for the Programme beneficiaries on promotion activities and obligations;
- Preparation and participation in the events connected with preparation and implementation of the projects (e.g. trainings, seminars, open days for applicants and beneficiaries, etc.);
- Representing the Programme and coordination of JTS external activities;
- Preparation of the meetings of the Monitoring Committee including administrative support (drafting minutes, coordination with service providers etc.)
- Preparation of the Programme specific information and promotion materials and gadgets
- Administration of public procurements for above-mentioned activities

II. Essential qualifications:

- University degree, preferably in Marketing, Public Relations, International Relations, Journalism or related fields;
- at least 2 years of proven professional experience preferably with the administration of Structural Funds and/or EU Programme/ or international project implementation;
- knowledge of the Polish regulations of the Structural Funds especially concerning European Territorial Cooperation programmes;
- fluency in Polish (spoken and written);
- fluency in English (spoken and written);
- excellent computer skills with respect to MS Office.

III. Additional assets:

- experience in information and promotion activities;
- ability to carry out assigned tasks independently and creatively within agreed time schedule;
- ability to offer solutions under pressure and to meet tight deadlines;
- knowledge of both programme languages (Polish and Slovak) will be considered an additional asset.

IV. Required documents:

1. CV with a candidate's declaration: *I hereby agree that you process my personal data included in my job application due to recruitment process (according to Law on Personal Data Protection of August 29, 1997 – Journal of Laws of the Republic of Poland 2014, item 1182 as amended);*

We would like to inform you that applications without above statement will not be considered.

2. A cover letter of no more than two pages, briefly describing the suitability of the candidate in relation to the tasks and qualifications relevant to the post;
3. Copies of documents proving qualifications;
4. Certificates of previous employment;
5. In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in Act on Vocational and Social Rehabilitation and Employment of Disabled Persons dated August 27, 1997.

Applications in English stating the reference number, including all required documents, must be submitted to the Centrum Projektów Europejskich office in Warsaw **by September 9th 2016** by post on the following address:

**Centrum Projektów Europejskich
ul. Domaniewska 39 A
02-672 Warszawa**

or by e-mail to: rekrutacja@cpe.gov.pl

Additionally, the CV and the cover letter should also be sent by e-mail to:

Ms. Katarzyna Surma: ksurma@plsk.eu

Mr. Peter Balun: peter.balun@land.gov.sk

Please quote the reference number in the e-mail subject.

Additional information:

- Incomplete applications as well as applications without the above given reference number and/or the statement on personal data protection will not be considered.
- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- We inform that applications will be also forwarded to the institutions involved in the implementation of the Programme i.e.: Ministerstwo Rozwoju (the Ministry of Development) in Warsaw, Poland and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (the Ministry of Agriculture and Rural Development of the Slovak Republic) in Bratislava.
- The selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish).
- Only selected shortlisted candidates will be contacted.
- The submitted application documents will not be returned.
- For any further information please contact. Ms. Justyna Byczek at the following address:

Justyna.Byczek@cpe.gov.pl, cc: ksurma@plsk.eu.