

# Vacancy at the Austria-Hungary Interreg V-A Joint Secretariat

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The Interreg V-A Austria-Hungary Programme Joint Secretariat is looking for a Programme Manager in Sopron, Hungary.

## Background information

Cross-border cooperation projects have been funded in the border region between Austria and Hungary for about two decades. The current Interreg V-A Austria-Hungary Programme was approved on 30<sup>th</sup> of June 2015 by the European Commission. The goal of the programme is to intensify the economic, social, cultural and ecological contacts in the border region, with the aim to strengthen competitiveness and decrease regional disparities.

After consultation with the Member States, the Managing Authority (MA), located in Eisenstadt (Austria), has set up a Joint Secretariat (JS) in Sopron (Hungary). The JS is responsible for the day-to-day programme implementation, provides programme level information to potential applicants and beneficiaries from Austria and Hungary, and assists the MA and the Monitoring Committee (MC) in carrying out their respective duties.

More details about the programme and its current state of implementation can be found on the programme website [www.interreg-athu.eu](http://www.interreg-athu.eu).

## Requirements

An ideal candidate for the Programme Manager position is an enthusiastic, open-minded person interested to work in the international environment and to cooperate with different actors from the programme area, taking into account differences in the working culture across regions. Organizational, management, communication, and interpersonal skills as well as strong orientation to good quality of service are required.

The optimal candidate is proficient in English and is fluent also in Hungarian and/or German (speaking and writing). Higher education degree in the relevant field, knowledge of the legal and institutional environment in Hungary and/or Austria especially with regard to EU funded programmes and/or projects, especially in territorial cooperation are also appreciated. Computer literacy is a requirement.

## Tasks

The successful applicant will:

- Support applicants and beneficiaries with regard to information on programme level
- Support the programme management and coordination, among others by:
  - participating in development and update of programme documents,
  - participation in the annual and final reporting,
  - participation in the organisation and documentation to the MC and other programme fora,

- preparation and supervision of outsourced activities.
- Participate in the project evaluation and monitoring, including the support of audit procedures as well as related irregularities and recoveries. As part of the monitoring activities, the Programme Manager represents the programme and supports a number of projects from contracting through reporting until their closure.
- Support the implementation of the programme communication plan.
- Participate in the JS administration according to the programme rules and the relevant regulations of the hosting organisation.

### **Labour relations**

The position is based on a full-time, fixed-term contract according to Hungarian labour law, including a 3-month trial period, at the Széchenyi Programiroda Nonprofit Kft. (hereinafter referred to as Széchenyi Programme Office Nonprofit LLC or SZPO), as host to the JS, in Sopron, Hungary.

Duration of the employment contract: fixed-term (replacement of employee on maternity leave).

The Programme Manager will be directly responsible to the Head of the Joint Secretariat, but shall also receive tasks in his/her scope of responsibility from the Managing Authority located in Eisenstadt.

### **Salary**

A competitive salary will be related to qualifications and experience, on remuneration conditions and granting other work-related benefits to employees of SZPO in the field of territorial cooperation programmes. The position is co-financed by the European Union through the European Regional Development Fund.

### **Application:**

Interested applicants for the above position should submit the following:

1. Curriculum Vitae in English and in German or Hungarian in Europass-format (<http://europass.cedefop.europa.eu/documents/curriculum-vitae>)
2. A cover letter in English of no more than one page, briefly describing the suitability and experience of the candidate for the position in relation to the tasks and qualifications relevant to the post.
3. Proof of education, professional experience and language knowledge.

Applications shall be submitted not later than by the 7.3.2018 to BOTH of the following e-mail addresses: [js@interreg-athu.eu](mailto:js@interreg-athu.eu) and [szpiallas@szpi.hu](mailto:szpiallas@szpi.hu).

Only shortlisted candidates will be contacted for an interview that will be held at a commonly agreed date foreseeably not later than end of March, in Sopron (Hungary). Travel cost to the interview can NOT be reimbursed for the candidates.

For further questions or information please contact Csaba Horváth, head of the Joint Secretariat at the e-mail [js@interreg-athu.eu](mailto:js@interreg-athu.eu) or at the following phone number: +36 99 512711.