



Hungary-Slovakia  
Cross-border Co-operation  
Programme 2007-2013

European Union  
European Regional Development Fund



## HUNGARY – SLOVAKIA CROSS BORDER COOPERATION PROGRAMME 2007 - 2013

### ***Job Vacancy: Head of Joint Technical Secretariat***

**Hungary – Slovakia Cross - border Cooperation Programme 2007-2013** promotes cross - border cooperation and territorial development. The priorities of the programme include the integrated development of the economy and the society in the programme area and the improvement of the physical conditions of cross-border co-operation, primarily in the fields of transport and communication, as well as interventions to improve the natural environment. The ERDF budget of the programme is approx. 176,5 million EUR for the period of 2007-2013.

The Joint Technical Secretariat (JTS) was set up by the Managing Authority represented by the National Development Agency in Hungary, after consultation with the Slovakian National Authority represented by the Ministry of Agriculture and Rural Development of the Slovak republic . It works in close cooperation with the Managing Authority while being independent from the national administrative structures. The Joint Technical Secretariat assists the Managing Authority, the Joint Monitoring Committee and the Audit Authority and the Certifying Authority in carrying out their respective duties. The duties of the JTS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development and selection. More specifically, this includes the conclusion of Annual Reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion of the project generation activities and participation in the project selection process; the support of the Regional Info Points Košice and Nitra in its activities; the management of the joint partner search database and the updating of the programme's internet homepage; secretariat tasks in support of the Joint Monitoring Committee including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

The Joint Technical Secretariat is established within VÁTI Non-profit Plc. ([www.vati.hu](http://www.vati.hu)) in Budapest.

***In order to have a broader view on the programme and the tasks of the JTS please check the programming and related documents on one of the programme's web-page: <http://www.husk-cbc.eu/>.***

#### **RESPONSIBILITIES OF THE HEAD OF JOINT TECHNICAL SECRETARIAT**

The Head of JTS manages the activities of the Joint Technical Secretariat as defined in the Operational Programme. The Head of JTS bears overall responsibility for the work of the JTS. She/he ensures that all the tasks prescribed for the JTS are completed in due time and quality and supervises if the JTS works in line with all relevant regulations and procedures. More specifically, the Head of JTS shall:

- co-ordinate staffing, lead and motivate the JTS staff in the pursuance of the defined objectives;
- co-ordinate and prioritises the tasks of the JTS and organize its daily work;
- provide technical support for the Joint Monitoring Committee and the Task Force and participates, personally or through a representative, at their meetings;
- get necessary programme or project documentation (minutes, reports, etc) prepared;
- contribute to the organisation of programme events;
- develop and maintain effective and constructive relationship with the different stakeholders concerned in the programme at national, regional or local level;
- contribute to the development of the communication plan for the programme, as well as to its implementation;

- ensure efficient and rapid information flow between the bodies concerned in programme and project implementation;
- represent the Hungary - Slovakia Cross - border Co-operation Program at different programme events, including events in the programme area or in abroad;
- perform other relevant duties deriving from the management of the programme.

## **Employment criteria**

### **General conditions**

The candidate must be a citizen of Hungary or Slovakia and entitled to his/her full rights as a citizen.

### **Education**

Advanced university level degree preferably in European studies, economics, law, regional policies, spatial planning or related field.

### **Professional experience**

- At least 7 years of experience in the field of EU funding/ in the management of EU cooperation programmes (preferably Phare CBC, INTERREG, ETC or Pre-Accession Funds, Structural Funds, etc.);
- At least 2 years of experience in team leading.

### **Competencies**

- Thorough knowledge of European policy-making and regional policy, with a special regard to the European Territorial Co-operation Objective.
- In-depth knowledge of the social and economic features of Hungary and Slovakia, in particular those of the programme area.
- Extensive experience in financial management and budgeting.
- Proven leadership skills and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds while maintaining impartiality and objectivity.
- Proven ability to plan and organize, delegate work and to supervise staff.
- Reliability and commitment to timely delivery of high quality outputs and to achieve organizational goals.
- Analytical, problem-solving and good negotiation and communication skills.
- excellent communication skills, open minded and a good team worker
- creative and problem solving oriented

### **Languages**

- Fluency in English as well as in Hungarian and/or in Slovak language

### **Other skills**

- Very good computer skills: MS Office including Word, Excel, Access and PowerPoint, Internet.

### **Terms of employment**

- The position is based on a full – time contract under Hungarian Law with a 3 month probation period. The contract is foreseen until the end of the programme period.

### **Location**

- Hungary, Budapest

### **Salaries**

- The competitive salary will be related to qualifications, experience and the costs associated with living abroad.

**APPLICATION:**

Interested applicants for this position should submit the following:

1. Resume (CV) with photo (using the **Europass format is obligatory**)
2. Motivation letter
3. Proof of education, professional experience and language knowledge (scanned version)

**APPLICATIONS SHOULD BE SENT by e-mail to the following addresses:**

Email to: [allas3@vati.hu](mailto:allas3@vati.hu)

cc: [gabor.jenei@nfu.gov.hu](mailto:gabor.jenei@nfu.gov.hu)  
[iveta.namerova@build.gov.sk](mailto:iveta.namerova@build.gov.sk)

Please indicate “*Application for the HU-SK Head of JTS position*” in the subject!

Only those applications received by the closing date to this vacancy announcement will be eligible for consideration.

**THE CLOSING DATE FOR THIS POSITION: 25/06/2013**