



## Objective 3: European Territorial Cooperation Cross Border Cooperation Programme "Lithuania-Poland"



PROGRAMME PART-FINANCED BY THE EUROPEAN UNION  
EUROPEAN REGIONAL DEVELOPMENT FUND



Joint Technical Secretariat  
Public establishment

Established by the Ministry of the Interior of the Republic of Lithuania

## SEEKS PROJECT MANAGER

to work in Vilnius

### Qualification requirements and task description

#### **Required Qualifications:**

- University degree in the field of law/economics/business/public administration or other relevant sphere;
- Excellent knowledge of Polish and English, both oral and written. Knowledge of Lithuanian, would be seen as advantage;
- Very good knowledge of EU regional development policies and relevant legislation, in particular related to European Territorial Cooperation;
- Programme/project management skills;
- Knowledge of the Lithuanian-Polish border regions and regional development policies;
- Knowledge of Polish national legislation related to implementation of the EU funded projects, including knowledge of national public procurement law;
- Good writing, communication and presentation skills;
- Computer literacy (MS Office Pro, Internet).

#### **Required experience:**

- at least 2 years of practical experience in the EU programme/project management;
- management of trans-national and/or cross-border EU programmes/projects would be seen as particular advantage;

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- experience with basic office management and administrative tasks;
  - valid driver's licence would be seen as advantage.
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### **Personal characteristics**

Flexibility, problem and conflict solving skills, ability to work in multi-cultural environment, goal-orientation and team-work approach, as well as quick understanding and good analytical skills are required for this position. Ability to propose solutions to trans-national issues arising from administrative, legal or cultural differences is also important.

### **Important!**

Position is related to assignments requiring frequent travelling to the Lithuanian and Polish regions in the Programme area, therefore the applicants should be travel-proof.

### **Responsibilities:**

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- To cooperate with national institutions of Lithuania and Poland concerning Programme implementation issues;
- To develop procedures and related documents for Programme implementation (i.e. application, assessment, reporting and monitoring papers, etc.) and regularly update them;
- To provide advice, support and information to potential beneficiaries, project applicants and project implementers on project development, application, assessment, contracting, implementation, reporting, budgetary and payment issues; to organise seminars for potential applicants, project Lead Partners and partners;
- To prepare reports and information on project and programme progress to the Managing Authority, Certifying Authority, Joint Monitoring and Steering Committee (JMSC), as well as the European Commission;
- To coordinate project application process;
- To carry out technical eligibility and quality assessment of the projects;
- To contribute to preparation of the JMSC meetings and ensuring their proceedings, to prepare JMSC decisions and to ensure their implementation; when appropriate, to prepare and ensure carrying out the written procedure of decision-making;
- To monitor the project implementation by means of checking reports and ensuring the efficient solving of outstanding issues, to process requests for changes, to regularly contact Lead Partners and project partners with clarification requests, to provide advice to project implementers; whenever necessary, to visit the projects and monitor their activities on the spot;
- To cooperate with the financial managers of the Joint Technical Secretariat on issues related to project budgets and finances, including financial statistics, as well as payment related issues;
- To cooperate with bodies responsible for first level controls in Lithuania and Poland;
- To ensure entering of all necessary project and Programme related information into the Programme database; to regularly update the database with the latest information;

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- To provide assistance to the Information Officer in information and publicity activities, including organisation of information events and seminars and participation in them, contribution to establishing and updating the Programme contacts database, preparation of presentations and other materials; preparation of information for the Programme's website, drafting leaflets, brochures and other publications, etc.;
  - To represent the programme in public (incl. seminars, conferences etc.);
  - To carry out other tasks entrusted by the Director of the Joint Technical Secretariat.
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### **Applying and working**

- **Interested applicants should send their Applications by e-mail: [info@lietuva-polska.eu](mailto:info@lietuva-polska.eu) till the 30<sup>th</sup> of April, 2008.**
  - The Application consists of the following documents: **CV in English, Motivation letter in English.**
  - Several successful candidates will be invited for an interview in English. The interview will be conducted in English.
  - Joint Technical Secretariat will not inform the candidates who have not been selected for the interview.
  - The selected Project manager will work in Vilnius.
  - Joint Technical Secretariat offers competitive salary and benefits, which will be specified during the interview.
  - The selected Project manager will be expected to start in his/her position as soon as possible.
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### **Additional information:**

Giedrius Surplys

Information officer

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