

Vacancy at the Interreg Austria-Hungary Joint Secretariat

The Interreg 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 since Austria's EU accession in the mid-1990s. The main goal of the funding programmes has been to intensify the economic, social, cultural and ecological contacts in the border region, with the aim to strengthen competitiveness and decrease regional disparities. The Interreg VI-A programme is open since late 2023 applications for standard and small-scale projects. The implementation of previously selected projects is ongoing.

The Joint Secretariat (JS) of the Programme, located in Sopron, Hungary was set up by the Managing Authority (MA), located in Eisenstadt, Austria, following consultation with the Member States. The JS works in close cooperation with the MA, assisting in all programme coordination and implementation tasks and supporting the Monitoring Committee (MC) in monitoring the implementation of the programme. Furthermore, the JS provides support to potential applicants by giving them information on funding opportunities and assisting all beneficiaries in the implementation of operations.

More details about the programme can be found on the programme website www.interreg-athu.eu, specifically about the 2021-2027 programme at <https://interreg-athu.eu/en/interreg-at-hu-2021-2027>.

Requirements

An ideal candidate for the Programme Manager position is an enthusiastic, open-minded person interested to work in an 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 the development and update of programme documents,
 - participation in any reporting related to and about the programme,

- 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 procedures related to audits, 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 implementation of the JS's administrative tasks according to the programme rules and the relevant regulations of the hosting organisation.

Labour relations

The position is for the substitution of a JS member on maternity leave, and it 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. The fixed term contract lasts until the JS member's return or 31.12.2026 (to be agreed upon more precisely, when the candidate is selected). The contract may be prolonged, upon agreement between the employer and employee.

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

Starting work as soon as possible after selection is desirable.

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 31.03.2025 to BOTH of the following e-mail addresses: js@interreg-athu.eu and szpiallas@szpi.hu.

Only shortlisted candidates will be contacted for an interview that will be held online at a commonly agreed date shortly following the application deadline.

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