

The vacancy

The Joint Secretariat of the Interreg VI-A Hungary-Croatia Programme 2021-2027, operating within Széchenyi Programme Office Nonprofit LLC, is recruiting two full-time Programme Managers to its office in Osijek, Croatia.

The Interreg VI-A Hungary-Croatia Programme

Cross-border cooperation projects have been funded in the border region of the two countries for more than 20 years. 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 2014-2020 cross-border programme is still in the procedure of closure, while the new Interreg VI-A programme was recently adopted by the European Commission, on 21 March 2024.

The programme promotes cross-border cooperation and territorial development, the priorities of which include:

- Competitive border region (via support to the cooperation of SME-s),
- Greener and low-carbon border region (through energy efficiency development and climate change adaptation);
- Connected border region (by promoting national, regional and local mobility);
- Inclusive border region (via sustainable tourism development and educational cooperation);
- Cooperating border region (through promoting cooperation between institutions and between citizens).

The eligible area of the programme includes 4+4 counties on the Croatian side (Međimurska, Koprivničko-križevačka, Virovitičko-podravska and Osječko-baranjska on one hand and Varaždinska, Bjelovarsko-bilogorska, Požeško-slavonska and Vukovarsko-srijemska on the other), and 3 counties on the Hungarian side (Zala, Somogy and Baranya).

The European Regional Development Fund (ERDF) budget of the programme amounts to 58 million Euro for the period of 2021-2027. In order to have a broader view on the programme and the tasks of the JS please read the Interreg Programme document on the official website, at <http://www.huhr-cbc.com/uploads/editors/Interreg%20VI-A%20Programme%20Hungary-Croatia%202021-2027%20approved.pdf>.

The Joint Secretariat (JS)

The JS of the programme, with its headquarters in Budapest and with regional representation in Pécs, Hungary and Čakovec, Croatia was set up by the Managing Authority (MA), located in Zagreb in the Ministry of Regional Development and EU Funds of the Republic of Croatia, following consultation between the two Member States. The JS, while being independent from the national administrative structures of both countries, works in close cooperation with the MA and assists the MA, the Croatian and the Hungarian National Authority, the Monitoring Committee, the Audit Authority and the Body with accounting function in implementing their respective duties. The duties of the JS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity, project development, selection and supervision.

Vacant positions: HU-HR Programme Manager

General job description

The Programme Manager is responsible for the monitoring and control of the implementation of the approved projects under the supervision of the head of JS and according to the principles and decisions of the programme partners. S/he is also the contact to applicants and project partners for providing consultancy on administrative and content related requirements of the applications and the project implementation.

The programme strives for international staff and a balanced knowledge of programme languages and cultural backgrounds within the whole team. The tasks require an understanding of EU funding instruments and especially of the European Regional Development Fund or, specifically, European Territorial Cooperation. In-depth knowledge of the programme priorities is an asset.

Main tasks

- providing support and consultancy to project applicants during the application phase;
- coordinating and participating in the project assessment procedure according to the programme's manuals;
- assisting Lead Partner organisations throughout project implementation;
- collecting and reviewing project reports and project follow-up reports;
- preparing documents and materials for decisions of the Monitoring Committee;
- organising and actively participating at information days, project seminars, conferences and other events;
- preparing statistics and monitoring figures at programme level for the Monitoring Committee, the Managing- and National Authorities and the European Commission, and assisting these organisation of their meetings, preparing minutes;
- preparing thematic reports on progress of projects and reporting to programme actors on the financial progress of the projects;

- preparing reports to the programme actors on the implementation of the programme;
- performing other relevant duties deriving from the management of the programme.

Requirements for the candidates

Minimum requirements

- Work experience in public and/or state and/or international administration and/or in private sector of minimum 2 years;
- Fluency in spoken and written English, as well as in Croatian;
- Relevant university or college degree (bachelor's/master's degree, completed with a diploma) in public administration and/or law and/or regional development and/or economic/social sciences and/or finance/business.

Additional requirements

- Team spirit and flexibility: The position involves fitting into a small team and sometimes lending a hand with whatever needs doing, including administration and practical tasks;
- Proactive approach and willingness to develop one's self and your work;
- Excellent computer literacy;
- Willingness to travel;
- Availability to work overtime when necessary;
- Good advisory, presentation and drafting skills;
- Analytical, creative and problem-solving skills;
- Attention to detail and accuracy;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines.

Assets

- Good understanding and knowledge of the needs of the programme area;
- Experience/skills regarding the content of the priority axes defined in the programme (e.g. engineering, technical skills, cooperation of public authorities);
- Experience of working in project management and/or in cross-border co-operation projects;
- Good administrative skills and understanding of the EU regulatory framework.

Terms of employment

- ❖ The position is based on a full-time contract under Hungarian law and is for an indefinite period.

- ❖ Members of staff are employed by Széchenyi Programme Office Nonprofit LLC.
- ❖ The location of work is the Széchenyi Programme Office Nonprofit LLC office in Osijek, Croatia.
- ❖ The working language is English.
- ❖ The competitive salary will be related to the qualifications and experience.
- ❖ A probation period of 3 months will be applied.

Selection procedure

How to apply

The application process will be managed through electronic correspondence. The interested candidates are invited to **submit their Curriculum Vitae (CV) in Europass format in English with photo, scans of relevant diploma(s).**

The CV shall be sent by 16 September 2024 electronically to both of the following e-mail addresses:

szpiallas@szpi.hu

szucs@huhr-cbc.com

The subject of the email shall indicate the following text:
'HUHR JS Programme Manager'

Applications submitted after the deadline will not be considered.

In case of further questions or requests for information please contact Mr Márton Szűcs, head of JS via the e-mail szucs@huhr-cbc.com.

Assessment of applications

The submitted documents will form the basis for the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview.

Interviews with short-listed candidates are foreseen to be held in Budapest. The interviews will be conducted in English. Only those candidates who are invited for interviews can be contacted. Travel costs to Budapest for the invited candidates will not be reimbursed.

Clause

By submitting the application the candidate provides consent that within the Interreg VI-A Programme Hungary-Croatia 2021-2027 the personal data provided by the candidate in the submitted documents will be handled in line with the relevant national and EU laws. The aim of the data collection is to establish an employment relationship with the selected candidate. The information submitted by the candidates and the selection process documentation might be shared with other management organisations (e.g. the Managing Authority and the two National Authorities) who are involved in the decision-making process. In case it is requested by the candidate, his/her data will be deleted from the database of the involved organisations.