

**JOB DESCRIPTION
OF THE PROJECT MANAGER OF THE
JOINT TECHNICAL SECRETARIAT**

I. PURPOSE

1. The project manager's position is necessary to ensure efficient implementation of the Interreg V-A Lithuania-Poland Cross border Cooperation programme (hereinafter – the Programme) and closing activities of the Cross border Cooperation programme Lithuania-Poland 2007-2013 (hereinafter – the Lithuania-Poland programme).

II. SPECIAL REQUIREMENTS TO THE POSITION

2. University or equal to higher education in the field of law/ economics/ public administration/ business administration or other relevant sphere.
3. Good command of written and oral Polish and English languages; knowledge of Lithuanian would be an advantage.
4. Good knowledge of Polish national legislation related to the use of the EU Structural funds in country and Territorial cooperation programmes and to apply this knowledge in everyday work.
5. Good knowledge of the EU legal acts regulating use of Structural funds and to apply this knowledge in everyday work.
6. Good knowledge of the main Programme documents.
7. Good knowledge of Polish legislation regulating public procurement procedures.
8. To have not less than 2 years experience in programme/project management.
9. To have administrative skills.
10. Ability to plan work and to organise activities independently, ability to work in the team and in the international environment.
11. Ability to manage, collect, systemise, summarise information and make conclusions.
12. Fluency both in written and oral presentation, knowledge of the record-keeping rules and rules for preparation of documents/legal acts.
13. Computer literacy (MS Office Pro, Internet).

III. RESPONSIBILITIES

14. Carry out assignments set forth in the Procedures manual of the Programme.

15. Cooperate with national institutions participating in the Programme implementation (Managing authority, National authority, Audit authority, Institutions performing 1st level control), organisations implementing other European Territorial Cooperation programmes, European Union institutions.
16. To cooperate with other project managers of the Programme on project implementation issues.
17. To prepare procedures and documents, related to Programme implementation (application, assessment, reporting and monitoring) and regularly update them.
18. To provide information and cooperate with Polish applicants and beneficiaries, related to preparation, application, assessment, contracting, progress or the projects, implementation and reporting, organize seminars for potential Polish applicants, beneficiaries and project partners.
19. On the basis of the Programme documents to assess administrative compliance and technical eligibility, as well as quality of the projects submitted, to file and systemise information related to project assessment.
20. To monitor and check projects, in case of necessity to check projects on the spot.
21. To enter into the Programme database information related to projects and Programme implementation and regularly update it.
22. To check the reports and applications for payment submitted by the beneficiaries and to define the compliance with the provisions of the Subsidy contract.
23. To prepare and submit reports and/or information related to projects and Programme implementation to the Managing authority, Certifying authority, Joint Steering Committee of the Programme, Polish institutions participating in the Programme implementation, as well as to the European Commission.
24. Within his/her competence, to keep all the documents related to the implementation of the Programme, as well the documents related to monitoring of projects according to the procedures and to ensure accessibility of these documents for institutions and persons having right to check it.
25. To provide assistance to the programme communication manager, including support while organising and participating in the information events and seminars, preparing information for the Programme website and other information materials.
26. To represent the Programme in public (including seminars, conferences etc.).
27. Prepare information for the Final report of the Lithuania-Poland programme.
28. Participate in any internal and external work groups within his/her scope of duties and by assignment of the Director of the Secretariat.
29. Carry out other tasks assigned by the head of the INTERREG programmes division, the Director of the Secretariat.