

Interreg V-A Cooperation Programme Lithuania-Poland



Joint Technical Secretariat

Project Manager

Task description and Qualification Requirements

Responsibilities:

- To cooperate with national institutions of Lithuania and Poland regarding Programme implementation issues;
- To develop procedures and related documents for Programme implementation (i.e. application, assessment, reporting and monitoring, etc.) and regularly updating them;
- To provide advice, support and information to potential beneficiaries, project applicants and project managers on project development, application, assessment, contracting, implementation, reporting, budgetary and payment issues; to organise seminars to potential applicants, project Lead beneficiary and beneficiaries;
- To prepare reports and information on project and programme progress to the Managing Authority (MA), Audit Authority (AA), the Joint Monitoring Committee (JMC), as well as to the European Commission (EC);
- To coordinate project application process;
- To carry out technical eligibility and quality assessment of the projects;
- To contribute to preparation of the JMC meetings and ensuring their proceedings, to prepare JMC decisions and ensure their implementation, when appropriate, prepare and ensure carrying out of written procedure of decision-making;
- To monitor the project implementation by means of checking reports and ensuring the follow up to outstanding issues, process requests for changes, contact Lead beneficiaries and project beneficiaries with clarification requests, provide advice as well as, whenever necessary, visit the projects and monitor the project activities on the spot;
- To cooperate with the Financial Managers on issues related to project budgets and finances, including financial statistics, as well as payment related issues;
- To cooperate with bodies responsible for the first level controls in Lithuania and Poland;
- To ensure entering of all necessary project and Programme related information in the Programme database; regularly update the database with the latest information;
- To provide assistance to the Programme Communication Manager in information and publicity activities, including organisation and participation in information events and seminars, to contribute to establishing and updating Programme contacts database, to prepare presentations and other materials; to prepare information for Programme's website, drafting leaflets, brochures and other publications, etc.;
- To represent the programme in public (incl. seminars, conferences etc.);
- To carry other tasks entrusted by the Director of the JTS.

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 language would be an advantage;
- very good knowledge of the 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 practical experience in the EU programme/project management;
- management of the trans-national and / or cross-border EU programmes / projects would be seen as particular advantage;
- experience with basic office management and administrative tasks;
- valid driver's licence would be seen as advantage.

Personal characteristics such as flexibility, communication and presentation skills, problem and conflict solving skills, ability to work in multi-cultural environment and a cooperative working 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 a crucial factor for this position.

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