

## Danube Transnational Programme 2014-2020

### Job announcement

#### Project Officer

The **Danube Transnational Programme (DTP)** 2014-2020 is a financing instrument of the European Territorial Cooperation (ETC), better known as Interreg. ETC is one of the goals of the European Union cohesion policy and provides a framework for the implementation of joint actions and policy exchanges between national, regional and local actors from different Partner States. Joint transnational cooperation projects are financed in the fourteen countries of the programme. The Managing Authority and the Joint Secretariat, hosted by the Ministry of Finance in Hungary, with experienced international staff are covering the thematic, managerial and financial competences related to programme and project management and implementation.

The programme implementation period lasts till 2023, nevertheless a new programming period is under preparation

#### Terms of employment

The position is based on a work contract under Hungarian law. The contract will be concluded between the recruited candidate and the **Ministry of Finance**, hosting institution of the DTP MA and JS, and will be written in both Hungarian and English.

#### Salary

The competitive salary will be set according to qualifications, experience and the costs associated with living abroad.

#### Location

The MA/JS is located in **Budapest, Hungary**, where the employment is expected to take place.

#### Application and selection procedure

Interested applicants should submit by email to: [simona.ene@interreg-danube.eu](mailto:simona.ene@interreg-danube.eu) by the **deadline of 5 July 2021** the following documents:

- **Europass CV** in English
- **Motivation letter** outlining why the applicant wants the job, what special attributes the applicant would bring to the job and what skills, knowledge and experience the applicant has which are transferrable to this position

These documents will constitute the basis for the initial stage of candidate selection. If successful at this stage, candidates will be asked to be presented at on-line interviews.

For further information on the Danube Transnational Programme 2014-2020, please visit the programme website: <http://www.interreg-danube.eu>.

## Brief description of the foreseen tasks

### Description

The Project Officer will be responsible for the coordination of the implementation of transnational projects inside the MA/ JS of the Danube Transnational Programme. It includes the contribution to the preparation of the content of the call for proposals, assessment of project applications and the monitoring of the progress reports, by describing the implementation of the approved projects. S(he) is also the first contact to applicants and project partners for providing information on content related issues. S(he) should have experience in both programme and/or project implementation procedures and general content related issues.

### Major Tasks

- To participate in the preparation of calls for proposals;
- To provide support and advice to DTP project candidates during the application phase (partly in cooperation with the programme National Contact Points);
- To participate in the assessment of applications;
- To monitor the implementation of approved projects and to carry out the verification of progress reports with regard to the performed activities, the reported expenditure and the achieved results;
- To contribute to the reporting obligations of the programme to the European Commission;
- To prepare reports for the Monitoring Committee regarding priority and/or project implementation and specific content related issues;
- To participate and contribute to project seminars and conferences, as appropriate;
- To be actively involved in the implementation of other Programme support activities like partner-search events or forums;
- To contribute to the Programme web site, leaflets, brochures and other publications by providing content related information.
- Regularly upload relevant data to the Programme's monitoring and information system;
- Coordinate and supervise the work of the external experts related to the specific thematic field.

### Profile

#### *Eligibility criteria*

- University degree;
- At least 4 year of experience in the management of ESIF programmes or projects;
- Fluent in English (written and spoken);
- Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet, monitoring and management systems.

*Evaluation criteria:*

- Level of experience in managing ETC transnational programmes (or projects);
- Proved level of knowledge of project cycle management and intervention logic;
- Theoretical and practical knowledge/experience in one of the programme topics is considered an asset;
- Experience in working in an international environment with different administrative traditions.