

**VACANCY ANNOUNCEMENT**  
**for the South East Europe Territorial Cooperation Programme**  
**Joint Technical Secretariat**

**Head of JTS** (Ref: SEE JTS – HD1)

**About the SEE JTS**

The Joint Technical Secretariat (JTS) is responsible for the day -to-day management of the South East Europe Territorial Cooperation Programme and supplies potential applicants with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS gives support to the Monitoring Committee, the Managing Authority and the Certifying Authority. For further information on SEE programme please visit [www.southeast-europe.net](http://www.southeast-europe.net).

**Job Description**

The Head of JTS bears overall responsibility for the work of the JTS. He/she ensures that all the tasks prescribed for the JTS are completed in due time and quality and supervises if the JTS works in line with all relevant regulations and SEE procedures.

**Tasks of the Head of JTS**

- organizing the daily work of the JTS
- coordination of staffing
- allocation and prioritisation of tasks
- representing the SEE programme at external events
- representing the JTS at internal SEE events (MC and other meetings)
- supports SEE public relations

**Profile**

**Employment criteria:**

- **relevant university degree (regional development, spatial planning, public administration, economics, law or other);**
- **at least 7 years of experience in EU funded programme management (Structural Funds experience is mandatory);**
- **at least 5 years of experience in the management of EU cooperation programmes, out of which at least 3 years of experience is in the management of European Territorial Cooperation programmes;**
- **knowledge of ERDF financial management;**
- **at least 5 years of experience in team leading;**
- **fluent in spoken and written English and in one language of the programme area.**

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### Assets:

- knowledge of IPA and ENPI financial programme management;
- deep understanding and knowledge of the programme area;
- profound experience in office administration/management, preferably with international background and the ambition to work in such environment;
- profound knowledge of transnational cooperation;
- good knowledge in MS Office including Excel, Access and PowerPoint, Internet;
- knowledge of one or more additional national languages spoken in SEE territory (Austria, Bulgaria, Greece, Hungary, Italy, Slovakia, Slovenia, Romania, Albania, Bosnia-Herzegovina, Croatia, Former Yugoslav Republic of Macedonia (FYROM), Serbia, Montenegro, Moldova, Ukraine);
- able to propose solutions for transnational administrative procedures related to project and programme management;
- experience in and ambition to work in an international environment with different administrative traditions;
- creative and problem-solving oriented, interested in new learning experiences;
- excellent communication and negotiation skills, moderation skills, open minded, and a good team worker;
- stress tolerant and multitasking oriented.

### Terms of employment

The position will be based on a working contract under Hungarian law between the individual and VÁTI Hungarian Nonprofit Limited Liability Company for Regional Development and Town Planning hosting the Joint Technical Secretariat of the South East Europe Transnational Cooperation Programme. The contract is foreseen until the end of the programme period.

### Location

The post will be based at the Joint Technical Secretariat's premises in **Budapest, Hungary**.

### Application procedure

- Interested applicants should submit a CV and a motivation letter in English, to the following e-mail address: [job@southeast-europe.net](mailto:job@southeast-europe.net), referring: **"SEE JTS – HD1"**
- **The deadline for applications is 24.00 CET 27 April 2012**
- If successful in this first stage, candidates will be asked to attend an interview at the premises of the Joint Technical Secretariat, in Budapest. The **interview** is foreseen to take place on **16 or 17 May 2012**.
- In addition, the candidates invited for an interview will have to submit the following documents: (a) a passport-size photograph; (b) copy of university degree certificate(s); (c) references.
- In case of high number of applications received, we cannot reply to all candidates. Applicants selected for an interview will receive a notification by 9 May 2012.

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