

*Danube Transnational Programme*

*Job descriptions*

<i>Position</i>	<b>Head of Joint Secretariat</b>
<i>Description</i>	<p>The main task of the Head of Joint Secretariat is to manage and supervise the day-to-day implementation activities of the core management (including both project content <i>and</i> finances). He/she is also responsible for securing proper information flow between programme management bodies and stakeholders; ensuring proper programme communication in line with the requirements, coordinating the daily work of the 2 units of the core management and the tasks carried out in co-ordination with the NCPs.</p> <p>The Head of JS will be specifically responsible for the preparation of the content of the calls for proposals (including both content related and financial aspects); support the development of projects, assessment of project proposals; monitoring the activities of the projects, preparing reports in project implementation to the MC and MA, etc.</p>
<i>Tasks</i>	<ul style="list-style-type: none"> <li>• Organize the daily operation of the programme management tasks</li> <li>• Co-coordinating the development of strategic papers, analyses, reports, statistics for the MA and MC</li> <li>• Ensuring the daily co-ordination of all project related tasks of the core management including the co-ordination of contacting procedures for projects, reporting, etc.</li> <li>• Keep contact and exchange of information with the National Contact Points of the Programme, endorse activity reports (through the monitoring system) of the NCPs, based on the yearly work plan</li> <li>• Organizing the secretarial work for the Monitoring Committee and support the preparation for decision making (general issues)</li> <li>• Coordinate the preparation of the calls for proposals, co-ordinate the project selection procedure including the assessment of applications and preparation of decision of the MC in project selection;</li> <li>• Support the development and maintenance of the program monitoring system, responsible for the development and maintenance of the reporting, assessment, evaluation modules, supporting the usage of the programme database for communication purposes</li> <li>• Co-ordinate and contribute to the drafting of the annual implementation report to the EC</li> <li>• Ensuring that the Programme's monitoring and information system regularly updated with relevant data;</li> <li>• Support the setting up of the programme communication system and coordinate its implementation;</li> <li>• Ensures the proper documentation flow, managing the system of archives, ensuring that all of the relevant information is provided to all of the staff members of the MA/JS</li> <li>• Co-ordinate the process for support and advice to Danube project candidates during the application phase (partly in co-operation with NCPs); organize the information flow for the selected projects and lead partners in content related issues; co-operate with the financial unit ensuring that project level financial information is well provided to the partners</li> <li>• Organize and supervise the collection and review progress reports submitted by all projects, and to advise project partners if progress is not on schedule or activities change;</li> <li>• Co-ordinate programme evaluation, co-ordinate and supervise the activities related to programme</li> </ul>

	<p>and project level indicators;</p> <ul style="list-style-type: none"> <li>• In case of absence of the Head of MA, he/she is entitled to substitute in pre-defined general cases (regulated by the Procedures Manual)</li> <li>• staff management</li> </ul>	
<i>Profile</i>	<p><i>Employment criteria:</i></p> <ul style="list-style-type: none"> <li>• Relevant university degree (public administration, economics, law or other);</li> <li>• approximately 5 years of experience in ETC programme management (including finance);</li> <li>• experience in the management of transnational or inter-regional European Territorial Cooperation programmes;</li> <li>• proved team leading experience</li> <li>• fluent in English in speaking and writing;</li> <li>• very good computer skills: MS Office including Excel, PowerPoint, and Internet;</li> </ul>	<p><i>Selection criteria:</i></p> <ul style="list-style-type: none"> <li>• Level of experience in transnational or interregional programme management including content related, management and financial aspects;</li> <li>• Level of experience of programme selection procedures, project monitoring, indicators and related content-wise subjects;</li> <li>• Good communication skills</li> <li>• strong management and leadership skills</li> <li>• project management experience</li> <li>• experience in external funds management is an asset</li> </ul>

<i>Position</i>	<b>Financial Manager (programme and TA finances)</b>	
<i>Description</i>	<p>Programme Financial Manager is responsible for supporting the Head of Unit in setting up and operating the programme level financial system. It includes setting up and maintaining procedures, development of the monitoring system (specifically related to the financial, control and financial aspect of the reporting module), co-operating with the Certifying Authority and the Audit Authority, coordinating the common development of the control system, etc. He/she is also responsible for coordinating the program level development of the TA system, system related irregularity and recovery and the financial procedures of the external funding schemes, if applicable.</p>	
<i>Tasks</i>	<ul style="list-style-type: none"> <li>• ensure the development and operation of an proper program and project level financial system including description of procedures and development of standard templates</li> <li>• support the development and modifications of the Financial Provisions of the Operational Programme, Memorandum of Understanding, Financial Agreements and financial chapters of further Programme Documents</li> <li>• to co-ordinate the development of financial reports for the Programming/Monitoring Committee, e.g. on project financial performance, major budget re-allocations; n+3 reports, etc.</li> <li>• co-operate with the Certifying Authority and Audit Authority in programme level financial issues</li> <li>• co-ordinate the development and maintenance of the programme control system, including the development of the Control Guidelines, other documents, and contribute to the development of standard templates and procedures, co-ordination of the meeting of the Working Group of the Controllers, etc.;</li> <li>• ensures the proper development of the program monitoring system, especially concerning the financial, control and reporting modules</li> <li>• development of procedures and templates for systematic review of financial progress reports of projects;</li> <li>• to prepare the programme level TA system and ensure the proper administration of TA resources;</li> <li>• to support the preparation of the yearly budget and any further implication with regards to the budgetary system within Ministry of National Economy and at the governmental level;</li> <li>• ensure the proper administration of the TA resources;</li> <li>• to co-ordinate the development and operation of the integration of external funding resources (if applicable, financial aspects).</li> </ul>	
<i>Profile</i>	<p><i>Employment criteria:</i></p> <ul style="list-style-type: none"> <li>• Relevant university degree (public administration, economics, business administration, law or other);</li> <li>• at least 3 years of experience in the financial management of ETC (preferably) programmes;</li> <li>• experience in setting up financial monitoring systems</li> <li>• experience in control systems</li> <li>• experience in financial management of external funding</li> <li>• fluent in English in speaking and writing;</li> </ul>	<p><i>Selection criteria:</i></p> <ul style="list-style-type: none"> <li>• level of experience in development and operation of program level financial procedures, monitoring systems, control systems, TA system, financial management of external funding</li> <li>• work experience in a public and/or private financial organisation or institution;</li> <li>• ambition to work in an international environment with different administrative traditions; able to propose solutions for transnational administrative procedures related to programme management, including legal settings, audit and control requirements;</li> </ul>

# Interreg



## DANUBE

2014  
2020

	<ul style="list-style-type: none"><li>• very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;</li></ul>	<ul style="list-style-type: none"><li>• creative and problem-solving oriented;</li><li>• Knowledge of other languages of the cooperation area is of advantage;</li><li>• a good team worker.</li></ul>
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