

Danube job descriptions of October 2014

Managing Authority - Quality Assurance Manager

<i>Position</i>	Quality Assurance Manager	
<i>Description</i>	Main task of the Quality Assurance Manager is to ensure that the documents produced by the MA are in line with the regulations and relevant decisions. Additionally, he/she is also supporting the management co-ordination of the programme internal procedures.	
<i>Tasks</i>	<p>Ensure that an adequate audit trail is to be set up;</p> <ul style="list-style-type: none"> • Development of working procedures of the MA/JS, co-ordinating the development and maintenance of the Procedures Manual of the MA/JS, designing the documentation flow, setting up control elements in order to secure proper and legally sound implementation of the programme • Provide quality assurance for subsidy contracts • Overview the procurement procedures managed by ONEP for the MA • Providing quality assurance to all official documents prepared by the MA according to the stipulations of the relevant regulations, Programme Manual, ensuring the compliance with the regulations and general quality and communication requirements ; • Follow and overview the national and institutional regulations and rules directly or indirectly related to the operation of the transnational Danube MA and initiating the necessary modifications (according to the actual needs) • Support the co-ordination of the programme level legal documents, such as Financial Agreements, • Develop and manage specific contracts (contract with EC, etc.) • Co-ordinate the development and maintenance of the subsidy contract template, partnership agreement template • Co-ordinate the development of a proportionate anti-fraud system; • Co-ordinating and managing checks related to State Aid • Co-ordinate internal audit procedures • Manage irregularities and recovery procedures • Responsible for the workflow management process of the programme monitoring system, ensuring that all of the deadlines are kept 	
<i>Profile</i>	<p><i>Employment criteria:</i></p> <ul style="list-style-type: none"> • Relevant university degree (public administration, economics, law or other); • at least 5 years of experience in ETC programme (legal and programme management aspects); • experience in designing and documenting working procedures a European Territorial Cooperation programmes; • Up-to-date knowledge of the relevant legislation, standards and other rules and procedures connected to the execution of assignment; • fluent in English in speaking and writing; • good knowledge in MS Office including Excel, PowerPoint, and Internet; 	<p><i>Selection criteria:</i></p> <ul style="list-style-type: none"> • level of experience in ETC programme implementation (legal and programme management aspects); • level of knowledge of SF and other relevant regulations and its application • experience in development of programme management documents • legal background/experience in ETC environment is an asset • proved knowledge of external funding rules, • experience in and ambition to work in an international environment with different administrative traditions; • good team worker.

Joint Secretariat - Head of JS

<i>Position</i>	Head of Joint Secretariat	
<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, co-ordinating 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"> • Organize the daily operation of the programme management tasks • Co-coordinating the development of strategic papers, analyses, reports, statistics for the MA and MC • 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. • 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 • Organizing the secretarial work for the Monitoring Committee and support the preparation for decision making (general issues) • 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; • 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 • Co-ordinate and contribute to the drafting of the annual implementation report to the EC • Ensuring that the Programme's monitoring and information system regularly updated with relevant data; • Support the setting up of the programme communication system and coordinate its implementation; • 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 • 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 • 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; • Co-ordinate programme evaluation, co-ordinate and supervise the activities related to programme and project level indicators; • 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) • staff management 	
<i>Profile</i>	<p><i>Employment criteria:</i></p> <ul style="list-style-type: none"> • Relevant university degree (public administration, economics, law or other); • experience in the management of transnational or inter-regional European Territorial Cooperation programmes; • at least 5 years of experience in ETC programme management (including finance • at least 5 years of management experience (managing staff); • fluent in English in speaking and writing; • very good computer skills: MS Office including Excel, PowerPoint, and Internet; 	<p><i>Selection criteria:</i></p> <ul style="list-style-type: none"> • Level of experience in transnational or interregional programme management including content related, management and financial aspects; • Level of experience of programme selection procedures, project monitoring, indicators and related content-wise subjects; • Good communication and team leading skills. • strong management skills

Joint Secretariat - Project Officer (P1)

<i>Position</i>	Project Officer (P1)	
<i>Description</i>	Project Officers will be responsible for the co-ordination of the implementation of one specific Priority of the Programmes. It includes first of all, the preparation of the content of the call for proposals, assessment of project applications and for the monitoring of the progress reports describing the implementation of the approved projects. They are also the first contact to applicants and project partners for providing information on content related issues. They should have experience in both programme implementation procedures and specific content (innovation, environment, accessibility, governance) related issues.	
<i>Tasks</i>	<ul style="list-style-type: none"> • To participate in the preparation of calls for proposals (in cooperation with the Monitoring Committee; • to provide support and advice to Danube project candidates during the application phase (partly in co-operation with the NCPs); • to participate in the project selection procedure, participating in the assessment of applications; • to act as advisor for the selected projects and lead partners; • to collect and review progress reports submitted by all projects, and to advise project partners if progress is not on schedule or activities change; • 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. • to prepare and continuously evaluate and update the Applicants' Package; • regularly upload relevant data to the Programme's monitoring and information system. • co-ordinate and supervise the work of the external experts related to the specific thematic field • participates in European networks with regards to the concerned thematic fields • collect and update relevant information on strategies, policies, rules, guidelines, etc. of the concerned thematic fields • to prepare thematic reports on progress projects achieved. 	
<i>Profile</i>	<p><i>Employment criteria:</i></p> <ul style="list-style-type: none"> • University degree (spatial planning, public administration, economics, law or other); • At least 3 years of experience in one of the intervention areas of the Danube priority axes: <i>innovation</i> • • at least 2 year of experience in the management of ETC programmes or projects,; • fluent in English in speaking and writing; • very good computer skills: MS Office including Excel, Access and PowerPoint, Internet; 	<p><i>Selection criteria:</i></p> <ul style="list-style-type: none"> • level of experience and knowledge of transnational cooperation programmes is considered to be an asset; • level of experience and knowledge of the concerned thematic field; <p>experience in programme evaluation methodology, intervention logic and indicators;</p> <ul style="list-style-type: none"> • experience in and ambition to work in an international environment with different administrative traditions; • creative and problem-solving oriented, interested in new learning experiences. <p>Knowledge of other languages of the cooperation area is of advantage</p> <ul style="list-style-type: none"> • communicative, open minded, and a good team worker.

Joint Secretariat - Project Officer (P3)

<i>Position</i>	Project Officer (P3)	
<i>Description</i>	Project Officers will be responsible for the co-ordination of the implementation of one specific Priority of the Programmes. It includes first of all, the preparation of the content of the call for proposals, assessment of project applications and for the monitoring of the progress reports describing the implementation of the approved projects. They are also the first contact to applicants and project partners for providing information on content related issues. They should have experience in both programme implementation procedures and specific content (innovation, environment, accessibility, governance) related issues.	
<i>Tasks</i>	<ul style="list-style-type: none"> • To participate in the preparation of calls for proposals (in cooperation with the Monitoring Committee; • to provide support and advice to Danube project candidates during the application phase (partly in co-operation with the NCPs); • to participate in the project selection procedure, participating in the assessment of applications; • to act as advisor for the selected projects and lead partners; • to collect and review progress reports submitted by all projects, and to advise project partners if progress is not on schedule or activities change; • 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. • to prepare and continuously evaluate and update the Applicants' Package; • regularly upload relevant data to the Programme's monitoring and information system. • co-ordinate and supervise the work of the external experts related to the specific thematic field • participates in European networks with regards to the concerned thematic fields • collect and update relevant information on strategies, policies, rules, guidelines, etc. of the concerned thematic fields • to prepare thematic reports on progress projects achieved. 	
<i>Profile</i>	<p><i>Employment criteria:</i></p> <ul style="list-style-type: none"> • University degree (spatial planning, public administration, economics, law or other); • At least 3 years of experience in one of the intervention areas of the Danube priority axes: <i>accessibility or energy</i> • at least 2 year of experience in the management of ETC programmes or projects,; • fluent in English in speaking and writing; • very good computer skills: MS Office including Excel, Access and PowerPoint, Internet; 	<p><i>Selection criteria:</i></p> <ul style="list-style-type: none"> • level of experience and knowledge of transnational cooperation programmes is considered to be an asset; • level of experience and knowledge of the concerned thematic field; • experience in programme evaluation methodology, intervention logic and indicators; • experience in and ambition to work in an international environment with different administrative traditions; • creative and problem-solving oriented, interested in new learning experiences. • Knowledge of other languages of the cooperation area is of advantage • communicative, open minded, and a good team worker.

Joint Secretariat – Head of Financial and Administration Unit

<i>Position</i>	Head of Financial and Administration Unit	
<i>Description</i>	The Head of Financial Management Unit will be responsible for the overall performance of his/her Unit. The Units is responsible for all programme and project level financial issues: co-ordinate and supervise the control systems and control activities carried out by the Partner States;; monitoring of financial reports of the Danube projects; providing advice and information on financial reporting and budgetary issues to applicants and project partners (in principle through JS); etc.	
<i>Tasks</i>	<ul style="list-style-type: none"> • organize the daily work of the Unit; • ensure the development and operation of an proper program and project level financial system including the support for description of procedures and development of standard templates • support the decisions of the Monitoring Committee regarding programme and project level financial issues, e.g. on major budget re-allocations; n+3 reports, etc. • co-operate with the Certifying Authority in programme level financial issues • ensure the necessary support for the work of the Audit Authority • co-ordinate and supervise the control systems and control activities carried out by the Partner States; including the development of the Control Guidelines, other documents, contribute to the development of standard templates and procedures, co-ordination of the meeting of the Working Group of the Controllers • ensure, that cooperation programme is managed in accordance with the principle of sound financial management; • ensure, that the expenditure of each beneficiary participating in the operation has been verified by the designated controller; • co-ordinate to draw up the management declaration and annual summary; • ensure the proper development of the program monitoring system, especially concerning the financial, control and reporting modules • ensure the regular update of the financial database of the monitoring system • contribute to the definition of internal rules for the review of financial progress reports; • ensure the proper monitoring of the project financial reports, • participate in and contribute to project seminars and conferences as appropriate • manage the programme's TA budget in line with the OP, TA Manual and related national regulation, ONEP procedures, etc. • support the preparation of the yearly TA budget and any further implication with regards to the budgetary system within ONEP and at the governmental level • ensure the proper administration of the TA resources related to the direct responsibility of the MA • support the financial integration of IPA funds (financial aspects) (if applicable, financial aspects) 	
<i>Profile</i>	<p><i>Employment criteria:</i></p> <ul style="list-style-type: none"> • Relevant university degree (public administration, economics, business administration, law or other); • at least 5 years of experience in the financial management of ETC (preferably transnational) programmes; • at least 3 years of management experience (managing a unit) • experience in setting up and maintaining financial monitoring systems • experience in programme's control systems • fluent in English in speaking and writing; • good computer skills: MS Office including Excel, PowerPoint, and Internet, etc.; 	<p><i>Selection criteria:</i></p> <ul style="list-style-type: none"> • level of experience on setting up and managing financial monitoring system, programme level financial procedures • level of experience in control/verification systems • level of experience in transnational project financing • work experience in a public and/or private financial/management/organization or institution; • 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; • good communication skills, creative and problem-solving oriented; • a good team worker. • very good management skills