

## **Programme manager**

### **RESPONSIBILITIES/TASKS**

#### **1. Programme Implementation**

- Coordinate the preparation of calls for proposals (in line with the decisions of the Joint Monitoring Committee), prepare and continuously evaluate and update the application packages;
- Fulfil secretariat tasks for the Joint Monitoring/Steering Committees (prepare relevant material for decision-making, providing information);
- Prepare statistics and monitoring figures at programme level for the Joint Monitoring Committee, Managing Authority and National Authority, the European Commission; prepare minutes of meetings;
- Prepare reports on progress of implementation (e.g. Annual reports) including financial progress of the projects as well as thematic reports on progress achieved;
- Provide information to the Programme monitoring system (data input);
- Participation in the development of implementation guidelines, programme manuals.

#### **2. Project Development**

- Equitable assistance to individual applicants in developing their projects; provide support and advice to project applicants on composition of appropriate partnerships, financial and budgetary aspects;
- Participation in project development events (organisation and presentation).

#### **3. Project Assessment**

- Manage the project application process;
- Coordinate and participate in the project selection and evaluation procedure.

#### **4. Project Implementation**

- Manage contracting with Lead Beneficiaries;
- Assist Lead Beneficiaries throughout project implementation: acting as advisor for the selected projects;
- Collect and review progress and financial reports elaborated by Lead Beneficiaries and advise them if progress is not on schedule;
- Continuous monitoring of smooth project implementation, provide solutions to practical problems (e.g. procurement, content modifications, etc).

#### **5. Programme Promotion**

- Contribution to the implementation of the information and communication plan of the Programme;
- Preparation of and active participation in events (conferences, seminars, info days, workshops, etc).

## **6. Other activities**

- Ensure the administrative management of tasks (with the involvement of external service providers);
- Perform other relevant duties deriving from the management of the programme.

## **BASIC REQUIREMENTS**

- Relevant university degree (preferably in economics, public administration, law, business administration, spatial planning or related field);
- At least 2 years demonstrated experience in EU funded programme or project management (preferably Structural Funds, INTERREG, Pre-Accession Funds);
- Experience in one of the intervention areas of the Programme;
- Fluent in spoken and written English, as well as in Serbian and/or Hungarian;
- Computer literacy;
- Flexible approach to work; willingness to travel;
- Driving license;
- Excellent managerial and communication skills, negotiation skills and organising ability.

## **ASSETS**

- Good team player with capacity to work in a multicultural environment;
- Good understanding and knowledge of the programme area;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines.