



Center of European Projects is searching for a candidate to:

**Joint Technical Secretariat of the Cross-border Cooperation Programme**

**Lithuania-Poland-Russia ENPI Cross-Border Cooperation Programme 2007-2013**

for the position of:

**Office Administrator**

**Ref. No: CPE-VII-1/2012**

Number of posts: 1  
Workplace: Warsaw, Poland

The employee shall be responsible for dealing with all the current organizational issues of the Joint Technical Secretariat regarding the administrative services for the institutions and the projects which are financed by the Programme.

**I. Examples of tasks:**

**Programme Implementation**

- Cooperation with the institutions from Poland, Russia and Lithuania and the Joint Monitoring Committee regarding the Programme implementation issues;
- Dealing with all the current organizational issues of the Joint Technical Secretariat;
- Management of the JTS office material and external services supplies and office equipment (including public tender procurements);
- Travel arrangements of the JTS employees;
- Assistance in organizing the internal meetings and conferences;
- Preparation of documents and information for the internal needs of the JTS and other institutions involved in the Programme implementation;
- Assistance in updating the Programme website and other activities related with implementation of information and promotion plan;
- Supporting the Russia and Lithuania JTS employees in dealing with formalities connected with employment and moving to Poland.

**Project Implementation**

- Providing information for the Programme beneficiaries on the on-going calls for proposals;
- Preparation and participation in the events connected with preparation and implementation of the projects (e.g. trainings, seminars, open days for applicants and beneficiaries, etc);
- Maintaining the register of projects reports and applications for payment.

**II. Necessary qualifications:**

- Higher education;
- At least 2 year of documented working period including that on the position dealing with administrative work;
- Fluent knowledge of Polish and very good English, spoken and written;
- Computer literacy and ability to use office equipment;
- Ability to work in team, scrupulosity;
- Operational autonomy and good work organisation;

- Availability.

### III. Desirable qualifications:

- Work experience in programmes/projects financed from the EU resources, regional/international cooperation programmes (preferably structural funds, INTERREG, Tacis, pre-accession funds);
- Good knowledge of Russian and/or Lithuanian, spoken and written;
- Work experience in the international environment;
- Driving licence (B).

### IV. Required documents:

1. CV with cover letter;
2. Copies of documents proving education and qualifications;
3. Candidate's declaration:

"I hereby agree that you process my personal data included in my job application for recruitment process carried out by Centrum Projektów Europejskich with its seat in Warsaw, due to Act of 29 August 1997 on the Protection of Personal Data (Journal of Laws of 2002 No. 101 item 926 with amendments)".

**We would like to inform that applications without above statement will be not considered.**

4. In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in act on vocational and social rehabilitation and employment of disabled persons as of August 27, 1997.

Applications in Polish or English with reference number, included all required documents must be submitted to Centrum Projektów Europejskich in Warsaw till **28th of February, 2012** on address:

**Centrum Projektów Europejskich  
ul. Domaniewska 39 A  
02-672 Warszawa**

or

send an electronic version to the address: [rekrecja@cpe.gov.pl](mailto:rekrecja@cpe.gov.pl)

### Additional information:

**The applications without reference number will be not considered.**

**Only those applications received by the closing date to this vacancy announcement will be eligible for consideration.**

We will contact only with selected candidates. We don't return the received job applications to the candidates.

The candidates applications who don't fulfil formal requirements or applications which are not selected shall be destroyed.

We offer an employment based on employment contract under the current law of Republic of Poland in this area.