

**THE PUBLIC ESTABLISHMENT JOINT TECHNICAL SECRETARIAT IS LOOKING
FOR
THE PROJECT MANAGER IN THE INTERREG PROGRAMMES' DIVISION**

REQUIREMENTS TO THE POSITION:

1. University or equal to higher education (law, economics, public administration, business administration or another relevant sphere).
2. Good command of written and oral Lithuanian or Polish and English languages; knowledge of Polish or Lithuanian would be an advantage.
3. To have not less than 2 years' experience in programme/project management.
4. To have administrative skills.
5. Ability to plan work and to organise activities independently, ability to work in the team and in the international environment.
6. Ability to manage, collect, systemise, summarise information and make conclusions.
7. Good knowledge of national legislation of the Republic of Lithuania and (or) the Republic of Poland related to the use of the EU Structural funds in country and EU Cross border cooperation programmes and to apply this knowledge in everyday work.
8. Good knowledge of the EU legal acts regulating use of Structural funds and to apply this knowledge in everyday work.
9. Good knowledge of legislation of the Republic of Lithuania and (or) the Republic of Poland and EU regulating public procurement procedures, implementation of procurement contracts.
10. Fluency both in written and oral presentation, knowledge of the record-keeping rules and rules for preparation of documents/legal acts.
11. Computer literacy (MS Office Pro, Internet).

RESPONSIBILITIES:

1. Cooperate with national institutions participating in the Programmes implementation (Managing authority, National authority, Audit authority, Institutions performing first level control), organisations implementing other European Territorial Cooperation and Cross border Cooperation programmes, European Union institutions.
2. To prepare procedures and documents, related to the Interreg programme implementation (application, assessment, reporting and monitoring) and regularly update them.
3. To provide information and cooperate with the Interreg programme applicants and beneficiaries, related to preparation, application, assessment, contracting, progress or the projects, implementation and reporting, including project expenditure.
4. To organize seminars for potential applicants, beneficiaries and project partners.
5. To assess administrative compliance and technical eligibility, as well as quality of the projects submitted.
6. To monitor and check projects, in case of necessity to check projects on the spot.
7. To enter into Programmes' databases information related to projects and Programmes' implementation and regularly update it.
8. To check the reports and applications for payment submitted by the beneficiaries.