

Vacancy announcement

The Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company (Széchenyi Programme Office, SZPO) has a vacancy for the position of **Regional coordinator** in the Cooperation Programme INTERREG V-A Austria–Hungary and **Info point** in the Cooperation Programme INTERREG V-A Slovenia–Hungary in its office in **Szombathely**.

- **Position:** Regional coordinator and Info point
- **Place of employment:** Office of Széchenyi Programme Office in Szombathely
- **Working hours:** 40 hours/week
- **Duration of the employment contract:** indefinite period

Background information and main tasks:

The **EU co-financed Cooperation Programme INTERREG V-A Austria–Hungary implemented in the 2014-2020 programming period** supports cross-border cooperation projects in the border region Austria-Hungary. The main objective of the Programme is to **intensify cross-border contacts** in the areas of economy, social affairs, culture and ecology, in order to strengthen the regional competitiveness and diminish regional disparities.

The joint implementation structure is built on the following authorities and bodies: Monitoring Committee (MC), Managing Authority (with additional functions of the Certifying Authority - MA), Joint Secretariat (JS), Audit Authority (AA) assisted by a Group of Auditors (GoA).

The **network of regional coordinators** (RC network) is constituted of the representatives of the regions participating in the Programme. The RC network contributes to the successful implementation of the Programme by supporting the programme management as well as controllers in executing their tasks on programme and/or on project level. In accordance with Article 7(f) of the Government Regulation No 238/2015 the responsible body for hosting representatives of the regions in Hungary is the Széchenyi Programme Office.

The Regional coordinator contributes to the sound implementation of the Programme on project level by:

- Supporting the coordinated implementation of the projects in order to ensure targeted implementation of the programme strategy;
- Securing the technical standards and therewith the quality of project applications;
- Providing project related services throughout the entire project cycle in order to ensure and improve the quality of cross-border cooperation and cross-border impact of projects;
- Steering of projects in order to ensure smooth implementation;
- Providing regional publicity and permuting information activities.

On programme level, the Regional coordinator forms an integral part of the bilateral working group (BWG) which ensures an effective programme implementation. With periodical meetings between MA, JS, RCs and the Member State representative of Hungary, the BWG supports the programme management by contributing (amongst others) to the:

- Elaboration and update (whenever necessary) of various programme documents;
- Organisation of information and communication activities;
- Preparation of MC decisions.

In general, the Regional coordinators actively participate in the work of the MC as representatives of their regions, moreover they also support the programming process of the new 2021-2027 Interreg Programme between Austria and Hungary.

Further information and relevant documents concerning the Programme can be found on the website of the Programme: <https://www.interreg-athu.eu/en/>

The **EU co-financed Cooperation Programme Interreg V-A Slovenia-Hungary implemented in the 2014-2020 programming period** is the continuation of a cooperation process which started in the middle of the 90s under trilateral and bilateral compositions (Austria-Slovenia-Hungary, Slovenia-Hungary-Croatia, and Slovenia-Hungary Cross-Border Cooperation Programmes). The overall objective of the Programme is to become an attractive area for living, working, investing, undertaking through better capitalizing on existing natural and cultural assets in tourism catalysing the development of the whole region on one hand and on the other jointly addressing those common problems which call for common solutions at cross-border level.

The joint implementation structure of the Programme is built on the following bodies: a single Managing Authority (MA), a single Certifying Authority (CA) and a single Audit Authority (AA) assisted by a Group of Auditors (GoA), Joint Secretariat (JS). The main decision making body of the Programme is the Monitoring Committee (MC).

The MA has set up and manage the **Info points (IPs)** representing the Programme on national, regional and local level within Hungary. IPs are part of the JS team located in Maribor, Slovenia. The IPs are coordinated by the Head of JS on the basis of work plans. In accordance with the Article 8(e) of the Government Regulation No 238/2015 the responsible body for hosting IPs in Hungary is the Széchenyi Programme Office.

The IP Staff Member in Szombathely contributes to the sound implementation of the Programme by:

- Providing (call specific) information to potential applicants;
- Assisting beneficiaries participation in approved operations, furthermore assisting the Lead Beneficiaries in preparing payment claims;
- Informing stakeholders on achievements of the Programme;
- Supporting the programme management and JS;
- Monitoring of the operation on Hungarian side of the border, especially in Vas County.

Moreover, the IPs support the elaboration of the new 2021-2027 Interreg Programme between Slovenia and Hungary.

Further information and relevant documents concerning the Programme can be found on the website of the Programme: <http://www.si-hu.eu/en2/>

Location of work is the AT-HU and SI-HU border areas with special regard to the territory of Vas County.

Requirements for the candidate:

Minimum requirements:

- Relevant higher education degree in regional development, economics, law, etc.
- Relevant experience in the field of the preparation and/or implementation of EU co-financed projects (European Regional Development Fund)
- Fluent Hungarian and English knowledge

Additional requirements:

- High level of mobility
- Decent computer skills especially on-line communication tools (social media Facebook, Twitter) and knowledge of CMS (Wordpress)
- Driving licence
- High level of accuracy
- Organization and management skills
- High level of independence
- Excellent communication skills
- Conflict management skills

Preferences:

- Knowledge of the Western Transdanubia region of Hungary, the territorial operational programmes and regional/national strategies;
- Previous experience in the framework of European Territorial Cooperation (Interreg) programmes is of advantage;
- Experience in the public procurement law, qualification of procurement officer;
- German and/or Slovenian knowledge;
- Own car.

What we offer:

- Competitive salary, other fringe benefits;
- Opportunities for continuous professional development;
- International labour relations;
- Stable, long-term job opportunities;
- Diverse, independent tasks, new challenges;
- Flexible working hours.

Application procedure:

- Interested applicants shall submit their CV (using the European CV format available [here](#)) and motivation letter (no more than one page) **in English and Hungarian** to the following e-mail address: szpiallas@szpi.hu.
- Along with your CV and motivation letter, please declare in writing that you consent to the processing of your personal data.
- The subject of the email shall indicate the following text: "Application for the Regional coordinator and Info point position"
- The deadline for applications is **12th of January 2022**.

Short-listed candidates will be called for an online interview in the second half of January 2022.

Working at the Széchenyi Programme Office after a successful recruitment process should possibly start in February/March 2022.