

Job vacancy (Zalaegerszeg)

The Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company (Széchenyi Programme Office Nonprofit LLC.) 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 **Zalaegerszeg**.

Position: regional coordinator and info point

Place of employment: Office of Széchenyi Programme Office Nonprofit LLC. in Zalaegerszeg

Working hours: 8 hours

Duration of the employment contract: fixed-term (replacement of employee on maternity leave)

The **EU-funded Cooperation Programme INTERREG V-A Austria-Hungary** 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.

In accordance with point (a)(v) of Article 8(4) of Regulation (EU) No 1299/2013, the joint implementation structure of the Cooperation Programme AT-HU 2014-2020 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 the Article 7(e) of the Government Decree No 238/2015 the responsible body for constituting representatives of the regions in Hungary is Széchenyi Programme Office.

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

- Supporting the coordinated implementation of strategic 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 executing 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.

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

The **Cooperation Programme Interreg V-A Slovenia-Hungary** 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 catalyzing 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 Cooperation 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).

MA shall 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. 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 Decree No 238/2015 the responsible body for constituting IPs in Hungary is Széchenyi Programme Office.

The IP Staff Member contributes to the sound implementation of the Programme on project level 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 Zala County.

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 Zala County.

To be considered for this position, the candidate must have:

- a higher education degree in regional development, economics, law, etc.
- relevant experience in the field of the preparation and/or implementation of EU-funded projects (European Regional Development Fund)
- fluent Hungarian and English knowledge
- high level of mobility
- computer literacy
- driving licence
- high level of accuracy
- organization and management skills

- high level of independence
- excellent communication skills
- conflict management skills

Preference will be given to the candidate who:

- is acquainted with the Western Transdanubia region of Hungary, the territorial operational programmes and regional/national strategies;
- previous experience in the framework of European Territorial Cooperation programmes is of advantage;
- is acquainted with the public procurement law, and has a qualification of procurement officer;
- has a fluent German and/or Slovenian knowledge;
- has an own car.

CV (using the European CV format available on: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>) and motivation letter (no more than one page) should be submitted **in English and Hungarian** to the following e-mail address **by 22 August 2017**: szpiallas@szpi.hu Reference shall be made to the position in the subject of the e-mail.

Copies of references and certificates should not be attached.

Short-listed candidates will be called for an interview at the end of August / beginning of September in Budapest.

The date foreseen for taking up the duties at the Széchenyi Programme Office Nonprofit LLC. should be in September / October 2017.