

## **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 (<https://www.interreg-athu.eu/en/>) and **Info point** in the Cooperation Programme INTERREG V-A Slovenia–Hungary (<http://www.si-hu.eu/en2/>) in its office in **Szombathely**.

### **Main tasks of the Regional coordinator:**

- Securing the technical standards and the quality of project applications;
- Providing project related services throughout the entire project cycle, i.e. supporting the implementation of projects, steering projects towards their smooth implementation;
- Providing regional publicity and permuting information activities;
- Supporting the preparation for the implementation of the 2021-2027 Interreg Programme between Austria and Hungary.

### **Main tasks of the Info point:**

- Providing (call specific) information to potential applicants; assisting beneficiaries in their participation in approved operations, including the preparation of payment claims; monitoring the implementation of the supported projects on the Hungarian side of the programme area;
- Informing stakeholders on achievements of the Programme;
- Supporting the programme management and the work of the Joint Secretariat located in Maribor, Slovenia;
- Supporting the preparation for the implementation of the 2021-2027 Interreg Programme between Slovenia and Hungary.

### **Requirements for the candidate:**

#### Minimum requirements:

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

#### Additional requirements:

- Decent computer skills;
- High level of mobility;
- High level of accuracy;
- High level of team spirit but independence in professional terms;
- Organization and management skills;
- Excellent communication skills;
- Driving licence.

Preferences:

- Experience in the use of on-line communication tools (social media Facebook, Twitter) and knowledge of CMS (Wordpress);
- 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;
- Experience in the public procurement law, qualification of procurement officer;
- German and/or Slovenian knowledge;
- Own car.

**What we offer:**

- Employment contract for indefinite period;
- Competitive salary and other fringe benefits;
- Opportunities for continuous professional development;
- International labour relations;
- Stable, long-term job opportunities;
- Diverse, independent tasks, new challenges;
- Flexible working hours (40 hours/week).

**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](mailto: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 e-mail shall indicate the following text: "Application for the Regional coordinator and Info point position"
- The deadline for applications is **19<sup>th</sup> of May 2022**.

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

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