

## Danube Transnational Programme 2014-2020

### Job announcement

The *Danube Transnational Programme* (DTP) 2014-2020 is a financing instrument of the European Territorial Cooperation (ETC), better known as Interreg. ETC is one of the goals of the European Union cohesion policy and provides a framework for the implementation of joint actions and policy exchanges between national, regional and local actors from different Partner States. Joint transnational cooperation projects are financed in the fourteen countries of the programme. The Managing Authority and the Joint Secretariat, hosted by the Ministry of Finance in Hungary, with experienced international staff, are covering the thematic, managerial, communicational and financial competences related to programme and project management and implementation.

The programme implementation period lasts till the end of 2023 with probable continuation by 2030.

#### Terms of employment

The position is full-time and based on a contract under Hungarian law. The contract will be concluded between the recruited candidate and the Ministry of Finance.

#### Salary

The competitive salary will be set according to qualifications, experience and the costs associated with living abroad.

#### Location

The MA/JS is located in Budapest, Hungary, where the employment is expected to take place.

#### Application and selection procedure

Interested applicants should submit by email to [beata.marczis@interreg-danube.eu](mailto:beata.marczis@interreg-danube.eu) by the deadline of **24<sup>th</sup> August, 2020** the following documents:

- **Europass CV** in English
- **Motivation letter** outlining why the applicant wants the job, what special attributes the applicant would bring to the job and what skills, knowledge and experience the applicant has which are transferrable to this position
- **Two references** that may be contacted during the recruitment process

These documents will constitute the basis for the initial stage of candidate selection. If successful at this stage, candidates will be asked to attend online interview(s).

For further information on the Danube Transnational Programme 2014-2020, please visit the programme website: <http://www.interreg-danube.eu>.

Your personal data will be handled with utmost care. Please note that your details will be shared with representatives of the programme partner countries composing the Recruitment Committee supporting in the selection process. However, data will not be shared beyond these parties. Should you have any questions about Data Protection, please email [beata.marczis@interreg-danube.eu](mailto:beata.marczis@interreg-danube.eu).

## Job description

### Description

The main task of the Quality Assurance Manager is supporting the setting up and maintaining the programme internal procedures. He/she ensures the continual improvement of the quality of the work of the MA/JS, including the co-ordination of audits and operation of a proper quality assurance and knowledge management system.

### Tasks

- Coordination of the audit procedures and designation process related to the operation of the programme and projects;
- Establishing and managing the inventory of the audits, ensuring that audit results/measures are well communicated to the staff of the MA/JS;
- Providing quality assurance to major programme level and internal documents prepared by the MA/JS, ensuring the compliance with the regulations and general quality and communication requirements and the coherence between the relevant documents;
- Supporting the development of working procedures of the MA/JS, coordinating the development and maintenance of the Procedures Manual of the MA/JS and the Description of the Department, designing the documentation flow, setting up control elements in order to secure proper and legally sound implementation of the programme, ensuring that an adequate audit trail is set up;
- Developing and maintaining a risk analysis for the programme, including relevant anti-fraud measures, regularly reviewing the programme performance and initiating changes in the programme regulatory system, ensuring that relevant internal checks are properly done;
- Ad hoc controlling of the documents and procedures;
- Creating a system of quality assurance for subsidy contracts and major project modifications;
- Following and overviewing the national and institutional regulations and rules directly or indirectly related to the operation of the DTP MA and initiating the necessary modifications (according to the actual needs), ensuring that the relevant modifications of the regulatory system is communicated to the staff;
- Coordinating the development and maintenance of the subsidy contract template, partnership agreement template;
- Supporting the development of a proportionate anti-fraud system;
- Responsible for the specification and maintenance of the workflow management process of the programme monitoring system;
- Developing and operating a proper knowledge management system for the MA/JS, including the organisation and management of specific trainings;
- Cooperating with Interact and other programmes, ensuring the exchange the information on “best practices” in programme management and its application in the MA/JS;
- Contribution to the development of the performance of the programme, supporting the evaluation activities, including evaluation of individual activities;
- Inventory and monitoring of official deadlines given by the regulation, contribution to the development of the relevant documentation.

## Profile

### *Essential criteria*

- Relevant university degree (public administration, economics, law or other)
- At least 5 years of experience in working with ETC programmes
- Proved experience in the following fields:
  - Designing and documenting working procedures in European Territorial Cooperation programmes;
  - Audit/ designation/ compliance assessment procedures of ESIF programmes;
  - Up-to-date knowledge of the relevant legislation, standards and other rules and procedures connected to the execution of assignment;
  - Managing EU external funding programmes (e.g. Phare, Cards, IPA, ENI, Tacis, etc.), specifically related to procedures and audit.
- Fluent in English in speaking and writing.

### *Selection criteria:*

- Level of experience in ETC programme implementation (focusing on legal and programme management aspects);
- Level of experience in designation/compliance/audit coordination;
- Level of knowledge of ESIF and other relevant regulations and its application;
- Experience in development of programme management documents;
- Experience in knowledge management;
- Level of experience and practical knowledge of external funding rules;
- Experience in and ambition to work in an international environment with different administrative traditions.