

Job description, conditions and qualifications of project manager

Post: Project manager in Branch Offices of the Joint Secretariat in BiH [Interreg VI-A IPA programa Hrvatska-Bosna i Hercegovina – Crna Gora 2021-2027](#)

Location: Joint Secretariat – Branch Office in Banja Luka

Background:

Project managers in Branch Offices in Banja Luka and Mostar are part of the Joint Secretariat (JS), which is an internationally staffed body, with head office in Zagreb, Croatia. The JS helps the Managing Authority and the Monitoring Committee in performance of their functions. Work of the JS staff is coordinated and supervised by the head of the JS.

Two Branch Offices of the JS help in every-day smooth implementation of the Programme, including monitoring visits for the contracted operations, in accordance with the JS monitoring plan. Project managers in Branch Offices also contribute to strengthening capacities of the Directorate for European Integration (Directorate) to perform its function as the National Authority in the Programme effectively.

Responsibilities of project managers imply participation in preparing application packages for project applicants, in evaluation procedures and in selection of project proposals, monitoring of progress reports and implementation of approved projects. Project managers are, also, the first contact to applicants and project partners for information on all technical issues. They should have an experience in the Programme/project implementation procedures as well as, if possible, in specific areas linked with priorities supported by that Programme (research and innovation, entrepreneurship development, energy efficiency, environment, tourism, culture and health).

Project managers in Branch Offices in BiH will provide monthly work reports to the head of the JS as well as to the project manager appointed by the Directorate.

Positions include travels, mostly in the programme area for the purpose of:

- a) monitoring the implementation of projects financed by the Programme;
- b) organising and attending various events and meetings related with implementation of the Programme and projects.

Job description:

Project manager:

- Supports and advises potential applicants during the project application phase;
- Participates in preparation of calls for submission of project proposals;
- Participates in the procedure for the selection of projects;
- Acts as an advisor for selected projects and project partners;

- Gathers and reviews progress reports submitted by all the projects, and advises project partners if the progress is not on track or if activities are changed;
- Prepares reports on project implementation for the Monitoring Committee;
- Participates and contributes to programme seminars and conferences as needed;
- Contributes to web page of the Programme, flyers, brochures and other publications;
- Prepares and continuously evaluates and updates the applicants' package;
- Regularly uploads relevant data in the monitoring and information system of the Programme;
- Coordinates and supervises the work of external experts;
- Gathers and updates relevant information on strategies, policies, rules, guidelines, etc.;
- Cooperates with other colleagues from the JS/National Authorities/Management Authority in implementation of the Programme;
- Implements activities linked with the use of the Jems system;
- Reports to the head of the JS and to the programme manager in the Directorate;
- Is accountable for material resources at their disposal, for the proper application of work methods, procedures and professional techniques, as well as for reporting observed irregularities in accordance with legislation.

Eligibility and qualification requirements

Project managers in Branch Offices must meet the following conditions and have the following qualifications and experience:

General conditions:

- University degree (VII degree of university education or first cycle of Bologna education of at least three years, including at least 180 ECTS points)

Qualifications:

- minimum eight years of professional work experience;
- minimum four years of experience in implementation of programmes/projects funded by the EU;
- fluent knowledge of written and spoken English and the official languages in participating countries (Croatia, Bosnia and Herzegovina and Montenegro);
- experience in project cycle management (PCM)
- knowledge and experience in use of a Practical guide on contract procedures for European Union external action (PRAG);
- excellent communication and presentation skills;
- advanced computer literacy (MS Windows and MS Office, especially Excel and Power Point)
- Driving licence (B category).