

Danube Transnational Programme 2014-2020

Job announcement

External Funding Manager

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.

1. 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.

2. Application and selection procedure

Interested applicants should submit by email to beata.marczis@interreg-danube.eu by the deadline of **19 February, 2021** 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>.

3. General description of the position

The External Funding Manager as general legal adviser is responsible for the programme level preparation and coordination of integrated ENI/NDCI and IPA funding schemes, including the support of preparation and modification of the Financial Agreements. He/she is responsible for the set up and maintenance of the integrated overall financial scheme of the programme, including its ERDF and external funding elements.

He/she will be responsible for irregularity and recovery procedures in relation to ERDF, IPA and ENI funding. His/her will support the MA/JS as a general adviser and coordinator of legal interpretation of the EC regulations relevant for the DTP programme implementation, including ERDF and external funding elements as well.

4. Summary of the main tasks

- Participates in the preparation of programme documents related to the integrated financial scheme and specifically to ENI/NDCI funding;
- Supports the preparation and modification of Financial Agreements to be signed between the European Commission and the concerned IPA and ENI/NDCI partner states (and co-signed by the MA/JS);
- Participates in the preparation of financial procedures and manuals, with specific regard to ENI/NDCI funding;
- Coordinates and advises the national authorities of the concerned Partner States and the MA/JS Financial and Project management units in the scope of special ENI/NDCI matters and the overall integrated financial system;
- Responsible for the establishment, development and operation of a programme-level integrated irregularity management system, keeping records on irregularities, management of irregularities and recovery procedures;
- Follows the changes of the EC Regulations, coordinates the questions related to legal interpretation of the regulations with the EC;
- Supports the preparation of the subsidy contracts, including external funding aspects;
- Responsible for GDPR and general state aid issues, including the specific stipulation related to non-Member States;
- Supports the supervision of the public procurement regulations applied in the Danube Transnational Programme, including matters related to external funding, general application of the PRAG rules as relevant;
- Coordinates and supervise the procurement activities related to the MA/JS, including support to the bilingual procedures/documents, co-operation with the legal unit of the ministry and supervision of the administrative and technical procurement related activities of the MA/JS.

5. Minimum criteria

Essential criteria

- University degree (preferably in law or public administration, economics, business administration, or other relevant fields, etc.)
- At least 3 years of experience in working with EU funded programmes specifically focused on activity related to the one or more relevant fields defined under point 4 (legal framework, handling of irregularities and recoveries, state aid, audits, procurements, etc.)
- Up-to-date knowledge of the relevant legislation, standards and other rules and procedures connected to the execution of assignment;
- Fluent in English in speaking and writing.

6. Selection criteria

- Level of knowledge of ESIF and other relevant regulations and its application;
- Level of experience and/ or understanding in legal field, audit co-ordination, management of irregularities, supervision of procurement and state aid related activity;
- Level of experience and practical knowledge of external funding rules;
- Experience in and ambition to work in an international environment with different administrative traditions.