

**European Grouping of Territorial Cooperation NOVUM
Ltd. from Jelenia Góra
is looking for international project specialists**

Work place:	European Grouping of Territorial Cooperation NOVUM Ltd.
Number of positions and working time:	2 positions – Part-time work

JOB DESCRIPTION

- content-related management and implementing tasks within an international project on energy efficiency and low emission strategies, and renewable energy use
- working with spatial data
- organizing and coordinating activities of project team members and other project partners
- control over the project budget
- management of project documentation
- content-related reporting, description of financial documents and preparation of reports for control purposes
- organizing events, meetings and trainings related to the project, developing promotional content and materials
- participation in work progress meetings abroad

QUALIFICATION

- university degree (engineering or environmental science)
- adequate (at least 3 years) professional experience in creating, implementing and managing Interreg projects, in particular Interreg Central Europe, on topics related to low carbon economy and improvement of energy efficiency
- practical knowledge about the EU and the principles of Interreg Central Europe, as well as the national rules that apply to the implementation of the project
- fluent in spoken and written English
- computer literacy and MS Office skills
- very good organization of work, ability to plan work and carry out tasks within designated deadlines, also under pressure of time
- commitment, independence in action, readiness to take over the initiative
- communication skills
- capacity to work in an international team
- willing to travel internationally

WE OFFER:

- Part-time work contract,
- necessary work tools,
- job in an international environment.

If you wish to apply for this position please forward a copy of your CV to biuro@euwt-novum.eu and include the following in your reply:

Please include the following statement in your application: "I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text: Journal of Laws of the Republic of Poland 2014, item 1182, 1662)".

Application deadline: 12.05.17