



**SREDNJA ŠKOLA MATIJE ANTUNA RELJKOVIĆA**  
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Based on the decision of the School Board from 24.11.2014., for the purpose of implementation of an IPA IV project “Eco Horty Lab II”, SŠ M.A. Reljkovića is looking for a

## **Project Assistant m/w**

### **Your tasks and responsibilities**

- general office administration
- communication with project partners and stakeholders
- assistance to project partner in implementation of activities
- contribution to monitoring of project progress in accordance with results planned
- participation in project implementation planning (preparation and monitoring of detailed Activity and Procurement Plan)
- handling public relations and visibility activities
- participation in overall coordination of project activities' implementation
- participation in preparation of narrative and financial reports (quarterly reports, interim and final report) for the Contracting Authority
- participation in communication with the Contracting Authority on a daily basis
- participation in implementation of secondary procurement process according to PRAG
- assistance to Project Manager in all activities relating to implementation of the Project

### **Your profile**

- at least high-school diploma;
- very good oral and written command of English;
- excellent report writing skills, good communication and presentation skills;
- proven knowledge of European Union project management procedures and financial regulations, through participation in Project Management Team of at least 1 EU-funded project of similar nature (IPA component);
- driving licence category “B”
- formal/non-formal education in the field of Project Cycle Management is an advance

### **Assignment period**

Implementation period for the project is 18 months. The provisional commencement date of the project will be January 5<sup>th</sup> 2015. Project Assistant will be engaged during the implementation period of the project.

### **Other information**

Applications in English, consisting of Europass CV (template can be found on <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>), Cover Letter and supporting documents (copy of High-school Diploma, copy of Certificate of nationality-Domovnica, evidence of working experience in Project Management Team of EU funded project, copy of certificates of education in PCM) must be submitted within 8 (eight) days from the publication of this announcement by post to the following address:

Srednja škola Matije Antuna Reljkovića Slavonski Brod  
Ivana Cankara 76  
35000 Slavonski Brod

bearing words „Job application for position of Project Assistant“.

Shortlisted candidates will be informed of the schedule of the interview at least 2 days in advance on the web site of the School.

Results of the selection process will be announced on the web site of the School.