



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 Manager m/w

Your tasks and responsibilities

- project implementation planning (preparation and monitoring of detailed Activity and Procurement Plan)
- overall coordination of project activities' implementation
- monitoring of project progress in accordance with results planned
- coordination of project management team
- management of partnership relations
- approval of time-sheets for project management team
- preparation of narrative and financial reports (quarterly reports, interim and final report) for the Contracting Authority
- communication with the Contracting Authority on a daily basis
- responsibility for financial management of project budget and cash flow forecasts
- monitoring of absorption of funds
- responsibility for eligibility of costs
- monitoring and implementation of secondary procurement according to PRAG
- implementation of visibility activities

Your profile

- a University Degree;
- an excellent verbal and written command of English is essential;
- excellent computer skills
- 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 5th 2015. Project Manager will be engaged during the implementation period of the project.

Other information

Applications must be submitted 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 University 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). Applications 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 Manager“.

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.