**SREDNJA ŠKOLA MATIJE ANTUNA RELjKOVIĆA**

**35000 Slavonski Brod, Ivana Cankara 76**

**tajništvo - tel/fax: 035/255-697; ravnatelj – tel: 035/255-695**

**e-mail:** **srednja-skola-mar@sb.htnet.hr**

for the purpose of implementation of an IPA IV project „Eco Horty Lab“, Grant contract nr.: IPA4.1.3.1.07.01.c24, is looking for a

**Project and Financial Manager**

**Your tasks and responsibilities**

* project implementation planning (preparation and monitoring of detailed Activity 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 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 report writing skills, good communication and presentation skills;
* 15 years of general professional experience;
* at least 5 years of professional experience in education related EU funded projects;
* proven knowledge of European Union project management procedures and financial regulations, preferably through management and participation in EU-funded technical assistance projects of similar nature.

**Assignment period**

The provisional commencement date of the project will be 21st November 2012. Project and Financial Manager will be engaged during the implementation period of the project and should be on disposal until the approval of Final Narrative and Financial Report.

**Other information**

Please apply with a CV in EU format (template can be found on <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>) in English within 8 (eight) days from the publication of this announcement. Applications can be sent by mail or personnaly delivered to the following address:

Srednja škola Matije Antuna Reljkovića Slavonski Brod

Ivana Cankara 76

35000 Slavonski Brod

bearing words „For the job application“.