**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 II CBC project „**Green oasis** - increasing competitiveness of SMEs in agricultural production in cross border area of Posavina “, IPA CBC 2009-0017-974008 is looking for a

**Project Administrator**

**Your tasks and responsibilities**

* operational level action planing
* communication with project partners and stakeholders
* transfer of project techniques and methods
* organization, management and supervision of project resources
* handling public relations and visibility activities
* preparing procurement procedures
* contribution to monitoring and evaluation of project achievements
* general office administration

**Your profile**

* at least high-school diploma;
* very good command of English;
* excellent report writing skills, good communication and presentation skills;
* 5 years of general professional experience;
* proven knowledge of European Union project management procedures, preferably through assistance in management and participation in EU-funded projects of similar nature
* reference of participation in IPA Cross-border project/s is an advance

**Assignment period**

The provisional commencement date of the assignment will be 14th January 2013. Project Administrator 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://ss-mareljkovica-sb.skole.hr/>) in English within 8 (eight) days from the publication of this announcement. Applications can be sent by post 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“ and Tender reference.