

INTERREG VI - ROMANIA - HUNGARY PROGRAMME

Oradea Regional Office for Cross-border Cooperation (BRECO) in cooperation with the Ministry of Development, Public Works and Administration (as Managing Authority, Romania) and Ministry of Foreign Affairs (as National Authority, Hungary) are announcing the vacancy for the following position:

Head of the Joint Secretariat

The Interreg VI-A Romania-Hungary Programme is a territorial cooperation initiative between Romania and Hungary. The Programme allocates EUR 175,9 million ERDF for projects that address environmental protection, risk prevention, renewable energy, health, tourism and culture, and governance improvement. The projects financed under this Programme have a significant impact across the entire programme area, which spans eight counties: four in Romania (Arad, Bihor, Satu Mare, and Timiș) and four in Hungary (Békés, Csongrád-Csanád, Hajdú-Bihar, and Szabolcs-Szatmár-Bereg).

The Joint Secretariat (JS) is common Programme structure, responsible for the day-to-day management of the Programme, providing applicants with information and guidance throughout the application process and supporting project partners until the completion of their projects. The JS also assists the Monitoring Committee and supports both the Managing Authority and the National Authority in carrying out their respective functions.

The Joint Secretariat is located in Oradea, Bihor County, Romania, operating within the Oradea Regional Office for Cross-Border Cooperation (BRECO).

JOB DESCRIPTION

The Head of the Joint Secretariat provides strategic leadership and operational management for the Interreg VI-A Romania-Hungary Program. This role oversees cross-border operations, ensures regulatory compliance, and drives institutional cooperation at the highest level.

Tasks performed:

Strategic Leadership & Team Management

- Drives daily activities of the Joint Secretariat (JS) and provides methodological guidance to Hungary-based Info Points.
- Oversees secretariat support for the Monitoring Committee (MC) and high-level institutional meetings.
- Serves as the primary public representative at official events, working groups, and international meetings.

Programme Implementation & Monitoring

- Oversees beneficiary support across all stages, including application, implementation, and long-term sustainability.
- Leads JS participation in launching calls for proposals and evaluating project submissions.

- Coordinates on-site verification visits, document retrieval, and the finalization of funding contracts.
- Monitors integrated technical and financial performance of projects, reporting outcomes directly to the Managing Authority (MA).

Compliance, Audit & Data Governance

- Implements audit recommendations from the European Commission and the Romanian Court of Auditors on schedule.
- Coordinates official project inspections and site visits by external bodies like OLAF, DLAF, DNA, and the Audit Authority.
- Ensures precise data registration in the Jems portal and related electronic management systems.
- Manages scanning, electronic archiving, and preservation of program records for five years post-closure.

Institutional Relations & Program Closure

- Directs specific operational workflows to officially close the Interreg V-A and VI-A Romania-Hungary Programmes.
- Provides the MA and NA with reports, data, and ad-hoc assistance for tasks outside regular delegated frameworks.
- Oversees critical reporting on state aid, financial flows, irregularities, and planning for upcoming programming periods.

QUALIFICATIONS AND EXPERIENCE REQUIRED

A. Eligibility criteria

Candidates will be considered eligible for selection based on the following formal criteria:

- to be a national of a Member State of the European Union
- to be entitled to their full rights as a citizen
- to have a thorough knowledge of English (fluent in speaking and writing) and at least one of the official languages of the two Member States involved in the Programme
- to have a long duration education, which corresponds to a completed higher education cycle - college/university studies (higher education bachelor or master), attested by a diploma, preferably in the fields managed by the Programme, or economic, legal or management-related fields.

B. Selection criteria

- at least 5 years of experience in the management of EU-funded Programmes (preferably in Interreg Programmes);
- at least 3 years of proven experience in managerial or team leading role with proven ability to coordinate multicultural or geographically dispersed teams;
- demonstrated experience interacting with national and European control bodies (e.g.,

- Managing Authorities, Audit Authorities, European Commission, OLAF);
- deep understanding of EU cohesion policy, European Regional Development Fund (ERDF) regulations, and Interreg frameworks;
 - practical experience using official monitoring systems, e.g. the Jems portal;
 - proven capability in drafting, implementing, and optimizing internal working procedures and guidelines;
 - superior communication skills with a track record of representing organizations at high-level political or institutional meetings (e.g., Monitoring Committee).

The above-mentioned criteria are compulsory and will be assessed based on the documentation submitted by the candidate.

Assets:

- sound understanding of the Programme area;
- demonstrated ability and motivation to work effectively in an international environment involving diverse administrative systems and institutional cultures;
- ability to identify practical solutions and contribute to the improvement of administrative procedures related to Programme/project implementation and management;
- ability to manage tight deadlines, handle complex problem-solving, and oversee the parallel closure and launch of different programming periods;
- well-developed negotiation and interpersonal communication skills.
- high level of initiative, self-confidence, and accountability.

APPLICATION PROCEDURE

The vacancy is published in parallel in Romania and Hungary on the websites of the Ministry of Development, Public Works and Administration (www.mdlpa.ro), The Regional Office for Cross-border Cooperation for the Romania-Hungary Border (BRECO) (www.brecoradea.ro), on the centralized website for EU funded Programmes in Hungary (<https://www.palyazat.gov.hu>), on the website of the Interreg VI-A Romania-Hungary Programme ([Jobs and tenders - Interreg/](#)), on the website of the Széchenyi Programme Office Nonprofit LLC. (<https://www.szpi.hu/allasok>). The vacancy will be visible also on social media platforms of the Programmes.

The application package consists of scanned copies of the following:

- a motivation letter of approximately one page, in English, signed;
- an up-to-date, detailed curriculum vitae (using Europass format - available at <https://europass.cedefop.europa.eu/en/home> - is mandatory), signed;
- the candidate's written consent in which he/she authorizes the Joint Secretariat to make available their personal data to those involved in the application procedure.

Please note that the candidates shall present the documents proving their identity at the interview.

The following documents shall be submitted only by the successful candidate, the latest 5 working days after his/her notification, and will be verified by the Selection Committee and by the HR of the employer, in case of successful selection:

- diplomas attesting a successful completion of the required level of education;
- diplomas or certificates indicating the completion of training or courses relevant to the position;
- certificates or other relevant documents proving professional work experience indicating starting and finishing dates and the nature of duties carried out (official labour documents, certificates, relevant sections of contracts etc.), if the case;
- certificates or other relevant documents proving the English language knowledge, if available.

In case different names appear on the identity card/diplomas/certificates etc., a proving document (scanned) must be attached (e. g. marriage certificate, divorce certificate etc.).

The selected candidate will have to present, before signing the labour contract, proof that he/she has no entries in the criminal record and a certificate attesting to the appropriate state of health, in accordance with the internal procedures of the employer. Candidates who wish to apply shall **submit their application package, via e-mail**, until the closing date, to the following addresses: rohu@mdlpa.gov.ro, joint.secretariat@breacoradea.ro.

Candidates are asked to indicate in the subject line of the message: "Application for the position of Head of Joint Secretariat, Interreg VI-A RO-HU".

The time limit for receipt of applications is 14 days from the date of the posting of the vacancy notice (1st July)

All candidates who will submit their applications before the closing date will receive a confirmation e-mail.

The applications received after the closing date will not be eligible for consideration.

SELECTION PROCEDURE

Language: English (for the application process and the interview)

The selection process will be organized as follows:

1. Administrative compliance of the submitted documents and eligibility of candidates

The Selection Committee will check applications regarding the administrative compliance of documents and against the eligibility criteria. The Selection Committee will evaluate the experience and competencies of candidates, based on the documentation submitted, as requested by the selection criteria. This phase is eliminatory.

Based on its assessment, the Committee will establish a short list of candidates for the interview stage. The applicants will be duly informed on the result of this stage and on the possibility for submitting a complaint.

2. The interview

The interview will be organised either online or at BRECO headquarters in Oradea, Romania.

The interview will test the knowledge of candidates, which are relevant for the advertised position (the way of applying legislative knowledge to a given case, English language, synthesis capabilities etc.).

The candidates will be evaluated and graded: ADMITTED/REJECTED. The results will be communicated by e-mail to each candidate.

Candidates may submit a complaint via e-mail to the following addresses:, rohu@mdlpa.gov.ro, joint.secretariat@brecoradea.ro, if they consider their result of the selection process incorrect, observing the deadline, as stated by the timetable.

The results of the complaints will be sent by e-mail to the concerned candidates, according to the timetable. The successful candidate will be selected in consensus, by the Selection Committee.

Each candidate will be informed on his/her final result of the selection process by e-mail, according to the timetable.

INDICATIVE TIMETABLE

Posting the Vacancy Notices on websites	01.07.2026
Deadline for submitting the documents by e-mail (application package)	14.07.2026
Deadline for verification of the administrative compliance of submitted documents and eligibility of candidates and for requesting for clarifications, if necessary	15.07.2026
Deadline for submitting requested clarifications	16.07.2026
Deadline for verification of the submitted clarification and sending out notifications to the selected / not selected candidates for the interview	17.07.2026
Deadline for submitting complaints	20.07.2026
Deadline for resolutions on submitted complaints and sending out notifications on the results	21.07.2026
Interview	22.07.2026

Deadline for communicating the outcome of the interview	22.07.2026
Deadline for submitting the complaints regarding the interview	23.07.2026
Deadline for resolutions on submitted complaints and communicating the final result	24.07.2026
Deadline for submitting the supporting documents, by the selected candidate	31.07.2026

ADDITIONAL INFORMATION

- The Head of the Joint Secretariat is employed on a contract under the Romanian legislation.
- The appointment for the Head of the Joint Secretariat is foreseen for the duration of the Interreg VI-A Romania-Hungary Programme.
- The position is based in Oradea, Bihor County, Romania, within the Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO).
- Following the human resources policy, the staff employed by the Oradea Cross-border Cooperation Regional Office for the Romania-Hungary Border (BRECO) cannot be involved in and cannot perform activities representing a conflict of interest with their attributions. The staff cannot be associated with and hold shares in a company that benefits, in any form from financial support or any other services provided by BRECO. In all cases, BRECO's staff is obliged to respect the regulations on conflict of interest in force.
- With the same purpose of avoiding the conflict of interests, a candidate shall not apply for a position which is functionally or hierarchically linked with a position held by his/her: parent, brother/sister/husband/wife/partner/daughter/son.
- Only the admitted candidate will sign a statement on their responsibility, proving that they are not in a situation of conflict of interest.
- Candidates are reminded that the Selection Committee work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the Committee's members or ask anybody else to do so, on their behalf.
- The structures of the Interreg VI-A Romania-Hungary Programme apply a policy of equal opportunities and accept applications without discrimination on the grounds of gender, race, nationality, religion or other social criteria, disability, age or sexual orientation.
- For any other information, please send an e-mail to: rohu@mdlpa.gov.ro and joint.secretariat@brecoradea.ro.