Interreg NEXT Hungary – Slovakia – Romania – Ukraine
Co-funded by the European Union

Vacancy announcement for the Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme Joint Secretariat

Programme & Communication Manager position

The **Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme** facilitates cross-border cooperation projects in the designated programme area. To support its implementation, the Programme has established a professional Joint Secretariat (JS) with international staff. Currently, the Programme is seeking an educated and experienced professional for a full-time position covering both **Programme and Communication Manager** responsibilities for one year **as a maternity leave substitute.**

The **Joint Secretariat (JS)** is responsible for the day-to-day programme management, supplies potential applicants with information, provides advice during the application process and following the project activities until the project closure. The JS assists the Monitoring Committee and the Managing Authority in carrying out their respective duties. The JTS is established within Széchenyi Programme Office Non-profit LLC. in Budapest. The **duties of the JS** include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity activities, project development and selection. More specifically, this includes the conclusion of reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion of the project generation activities and participation in the project selection process; the management of the joint partner search database and the updating of the programme's website; secretariat tasks in support of the Monitoring Committee including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

In order to have a broader view on the Programme and the tasks of the JS please check out the website of the Programme at **https://next.huskroua-cbc.eu/**

POSITION: PROGRAMME & COMMUNICATION MANAGER OF HU-SK-RO-UA JOINT SECRETARIAT

Responsibilities of the Programme & Communication Manager of JS

The **Programme & Communication Manager** is responsible for the preparation of calls for proposals, assessment of project proposals, smooth implementation of projects, and monitoring and control of progress reports describing the implementation of approved projects. Additionally, he/she develops, implements, and monitors the information and communication plan of the Programme; serves as a contact point for applicants and project partners, providing advice on administrative, content-related, visibility, and communication requirements.

The selected candidate will be responsible for tasks related to both **Project management** and **Programme communication**, including but not limited to:

- Assisting in the preparation of calls for proposals and project selection procedures (in cooperation with the Monitoring Committee).
- Providing information to HU-SK-RO-UA project candidates during the application phase on composition of appropriate partnerships, cooperation, financial and budgetary issues.
- Assessing project proposals and monitoring the progress of approved projects.
- Reviewing and analysing project progress reports, advising on necessary adjustments.
- Acting as an advisor for selected projects and partners.
- Supporting the preparation of decisions for the Monitoring Committee, including special requests from projects.
- Ensuring accurate data entry into the Programme's monitoring system and keeping it updated.
- Preparing thematic and statistical reports for Programme bodies and the European Commission.
- Participating and contributing to project seminars, conferences, and capacity-building activities such as partner-search events and info sessions.
- Implementing and monitoring the Programme's communication strategy.
- Organizing promotional campaigns and events (conferences, workshops, seminars, etc.) in accordance with the target audience and Programme implementation cycle.
- Managing the Programme's corporate identity, website, and social media presence, ensuring consistency across all platforms.
- Coordinating the design, setting up, content-writing, and updating of the Programme website.
- Coordinating the design and content of promotional materials and publications.
- Maintaining relations with external service providers for communication and publicity tasks, ensuring day-to-day cooperation regarding contracted tasks.
- Devising, planning, and executing media, social media, and promotional campaigns.
- Preparing statistics and monitoring figures at Programme level for Monitoring Committee meetings and the European Commission.
- Assisting and contributing to the drafting of reports for the Managing Authority and the annual reports to the European Commission.
- Providing guidance to projects on fulfilling visibility requirements.
- Advising Lead Partners (LP) and other Programme actors on opportunities and obligations for information and publicity.
- Drafting and sending newsletters about Programme implementation updates.
- Participating in and holding presentations at project development events.

Employment criteria

- **A relevant higher education degree (communication, journalism, regional development, public administration, economics, law, European studies, or related fields).**
- **At least 3 years of experience in one of the priorities of the HU-SK-RO-UA Programme or at least 2 years of experience in EU funded programme management (preferably ENPI/ENI or Structural Funds, Pre-Accession Funds, INTERREG, Phare CBC);**

- **Experience in communication activities**
- **Fluency in spoken and written English and at least one language of the Programme area (Hungarian, Slovak, Romanian, or Ukrainian).**

Assets

- good understanding and knowledge of the programme area, with a special focus on Ukraine;
- deep knowledge of the specificities of grants implementation in the territory of the Programme;
- knowledge of the relevant Hungarian, Slovak, Romanian and Ukrainian national legislation;
- knowledge of cross-border cooperation;
- demonstrated professional use of social media tools and platforms, knowledge of trends in development of web and mobile applications to reach the wider audience and general public;
- experiences in organizing information and publicity events including conferences and fairs;
- demonstrated experience in editing publications including the coordination of the entire editing and publishing process of publications;
- excellent managerial and negotiation skills and organising ability;
- excellent communication and drafting skills;
- capacity to convey information in an informative, accurate and appealing way;
- experience in and ambition to work in an international environment with different administrative traditions;
- able to propose solutions for administrative procedures related to project management;
- excellent computer skills: MS Office including Excel, Word and PowerPoint, online meeting tools;
- analytical, creative and problem-solving thinking;
- self-confidence;
- attention to detail and accuracy;
- willingness to travel.

Terms of employment

- The position is **full or part-time** (equivalent to a shared role covering both positions) and based on a Hungarian employment contract.
- The contract is for **one year**, depending on the ongoing maternity leave but with potential extension based on Programme needs.
- The position is located in **Budapest, Hungary.**

Salaries

The competitive salary will be related to qualifications, experience and the costs associated with living abroad.

Application procedure

The deadline for applications is **19th of November, 2026.**

Interested applicants should submit

- a resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge.

These documents will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview. Applications should be submitted by e-mail to the following address: Call@huskroua-cbc.eu

Please indicate in the subject of the e-mail the name of the candidate and the following:
Application for the HU-SK-RO-UA JS Programme & Communication Manager position

The candidate should send his/her **CV and motivation letter** to the following email addresses as well until the deadline:

szpiallas@szpi.hu
Balazs.Zam@mfa.gov.hu

Only those applications submitted by the closing date to this vacancy announcement will be eligible for consideration.