



On **May 15th 2017**, the company RIJEKA 2020 LLC issued the following

JOB ANNOUNCEMENT

for the position: **Programme Manager, 5 employees** (m/f), full-time

Submission deadline: **04/06/2017**

Job description

The Programme Manager leads the programme section (programme flagship or the like), i.e. leads the processes of planning, creation, production, organization and implementation of the programme within the programme section for which he/she is responsible, in accordance with the Rijeka 2020 – European Capital of Culture bid-book. This job competition includes the following programme flagships:

1. Twenty-seven neighbourhoods,
2. Brickhouse,
3. Seasons of Power,
4. Lungo mare / Coast Lines, and
5. Kitchen.

Place of work: Rijeka, Primorje-Gorski Kotar County

Type of contract: employment contract for a definite period, until 31/12/2020

Probation: 3 months

Requirements

- University Master's Degree, Integrated University Master's or Vocational Degree in the humanities
- At least 2 years of work experience at similar jobs
- Knowledge of current trends on the international art and cultural scene
- Computer skills
- Professionalism, work ethic and organisational skills
- Communication skills
- Fluent written and spoken English

Applications from qualified candidates of both genders are encouraged.

Together with their job application, candidates are obliged to submit:

1. Proof of professional qualification (copy of diploma)
2. Proof of total work experience (printout of the digital records held by the Croatian Pension Insurance Institute or a certificate verifying the information in the records of the Croatian Pension Insurance Institute, or equal proof if the candidate is a foreign citizen)
3. Proof of at least 2 years of work experience at similar jobs, detailing the types of work the candidate performed and the periods in which that work was performed (copies of contracts, decisions or certificates from employers), and which is recorded in the proof of total work experience
4. Proof of fluency in written and spoken English (copy of certificate, confirmation, diploma or similar document)
5. Copy of identity card or passport, i.e. other public document serving as proof of citizenship

6. Curriculum vitae from which it is evident that the candidate meets the requirements for the job position
7. Completed application form for the competition

In addition to the compulsory attachments listed above, candidates may also attach other documents to serve as proof of their knowledge, skills or work experience (copies of certificates on the completion of a course or workshop certificates, letters of recommendation, etc.) – up to 5 attachments.

Language of application

The application and the aforementioned compulsory attachments must be written in Croatian or English and in the Latin script, or must be certified translations to Croatian or English issued by a certified court interpreter.

Submission of the application

Job applications are to be submitted in a sealed envelope with the address of the recipient written on the front, together with the note “Job application for Programme Manager – do not open”, and sent exclusively by mail to the address:

Rijeka 2020 d.o.o
Uljarska 1
HR-51000 Rijeka

Job applications must be submitted within **21 days** from the public job announcement, that is, by 04/06/2017 at the latest.

The date printed on the postmark on the envelope containing the application shall be considered to be the date of application.

Other provisions

An application shall be considered valid if it contains all the information and attachments listed in this announcement and submitted in the manner prescribed by this announcement.

Any person that does not submit a proper application, fails to submit their application by the deadline or does not meet the formal requirements detailed in this announcement will not be considered as a candidate and their application will not be considered.

Any person that does not submit a proper application, fails to submit their application by the deadline or does not meet the formal requirements detailed in this announcement will receive a written notification.

The submitted documentation will not be returned.

The candidates that meet the necessary requirements may be called for an interview within 30 days of the application submission deadline, and may be also called for testing of their professional knowledge, skills and abilities.

The candidates will be notified on the results of their application within 60 days of the application submission deadline.

RIJEKA 2020 LLC reserves the right not to appoint any of the candidates.

Annexes to the job announcement:

1. Detailed job description
2. Application form for the competition
3. Rijeka 2020 – European capital of culture bid-book

All annexes are published with the job announcement on www.rijeka2020.eu