

Creative Industry Košice is announcing an open call for the position:

HEAD OF PROGRAM

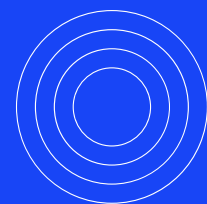
Creative Industry Košice is a non-profit organization, which deals with the support and development of the cultural and creative industry (CCI). The organization with its activities increases the quality of life in the city by developing its creative potential. It seeks out and supports talented individuals, offers educational, networking, and job opportunities, and thus contributes to sustainable urban development. Team of Creative Industry Košice believes that collaboration and decision-making, based on a creative approach, bring the best solutions.

JOB DESCRIPTION AND RESPONSIBILITIES OF THE SUCCESSFUL APPLICANT

Head of Program is a new position and will be a member of a newly formed senior management team. The posts key purpose is to research, develop, plan and implement a vibrant and relevant program that is responsive to the needs of the cultural and creative industry in the Kosice region. The Head of Program manages a team of the program department and as a member of the senior management team, co-plans and implements the strategic development of the whole organization. The post holder will work and cooperate closely with the other CIKE departments as well as developing and maintaining successful relationships with clients, partners and external stakeholders.

The job description of the Head of Program includes the following activities and responsibilities:

- management of the Program department
- management, coordination, and evaluation of subordinates,
- responsibility for delegating, performing, and controlling assigned tasks,
- cooperation with department managers in assigning projects to individual employees and creating project teams,
- cooperation with department managers in the preparation of documents and reporting for external controls and audits,
- cooperation on the strategic planning of the organization,
- content creation following the vision and mission of the non-profit organization in cooperation with the director,
- planning, managing, and controlling all content activities within the Program,
- cooperation with the Head of finance, HR, and administration department in the creation and monitoring of the budget,
- coordination of the preparation of the annual and evaluation report of the organization,
- communication with the founder, self-government, institutions, and partners of the organization,
- communication with stakeholders and organizations in the field of CCI at the local and national level,
- responsibility for the development of activities promoting cross-sectoral cooperation,
- responsibility for participating in the activities of the networks of which the organization is part of,
- responsibility for the decision-making on participation in grant calls and partnerships in cooperation with the director of the organization,



- management and coordination of project managers and researchers of individual projects, monitoring, and control of the fulfillment of activities of the projects,
- coordination and control of factual reports of projects,
- responsibility for planning, effectively and timely implementing and reporting of projects,
- supervision and professional consultations to the employees of the organization in the phase of application, implementation, and administration of projects, preparation and implementation of activities,
- professional consultations for the organization's employees in the field of production, implementation, and post-production of events,
- responsibility for the content and implementation quality of project outputs,
- control of the proper and timely execution of the tasks assigned to the staff of the department,
- responsibility for evaluation of implemented activities within the Program department,
- assigning operational tasks to employees of the Program Department
- responsibility for monitoring strategic documents and their impact on the CCI field, monitoring legislative changes and their implementation,
- responsibility for the creation and cooperation in the preparation of strategic documents,
- cooperation with the Head of finance, HR, and administration department on the preparation of documents for the organization's staffing,
- cooperation with the director of the organization and Head of Department in terms of meeting the goals of the organization.

REQUIREMENTS FOR APPLICANT FOR THE POSITION HEAD OF PROGRAM DEPARTMENT

The ideal candidate for a given position is expected and will take into account the following requirements and competencies:

Education and required experience:

- completed university education at least II. degree,
- professional experience in the field of the subject of the organizations' activity for at least 5 years,
- experience of leading a medium-sized work/project team for at least five years, managerial experience in the relevant field is an advantage, but not a condition,
- excellent knowledge of English
- knowledge of another world language is welcome.

Competence:

- experience with the preparation and successful implementation of projects supported by Slovak Arts Council grants, Visegrad fund, EEA and Norway grants, EU grant schemes, and other local and international grant schemes,
- experience with the realization of events - production activities, project management (management, or coordination of events/projects in the field),
- experience with extensive international cooperation,
- experience in achieving the objectives set - demonstrable results achieved,
- understanding of the planning and budgeting process in general as well as the project management process,
- knowledge of public administration and self-government legislation, issues of non-profit organizations, is desirable,
- overview in the field of cultural policy, issues of established and unestablished culture in Košice and Slovakia,

- expertise in the CCI sector in Slovakia, in the EU and third countries,
- expertise in the management and financing of CCI,
- practical experience with the preparation and implementation of strategic documents,
- smooth work with PC at the standard user level (Word, Excel, PowerPoint, Internet).

Personality requirements and skills:

- excellent organizational and management skills,
- excellent communication and presentation skills,
- excellent cognitive and analytical skills, critical thinking,
- excellent decision-making skills and willingness to take responsibility for decisions,
- a proactive, constructive and flexible approach to solving complex tasks,
- the ability to define priorities,
- ability to think in a broader context,
- ability to identify and respond to sector variability,
- the ability to recognize and implement the need for change,
- professional approach, openness and transparency,
- ability to efficiently allocate and delegate tasks,
- the ability to lead, inspire and develop a team,
- ability to cooperate,
- the ability to work independently and as a team, consistently and reliably,
- ability to withstand stress,
- strong personal integrity.

The above requirements and competencies constitute minimum requirements for candidates, from which the selection board may deviate, in justified cases, based on its decision.

Failure to meet any of the requirements is not automatically disqualifying for the candidate.

Financial evaluation for the given position:

The functional salary for a given position starts at 1800 EUR gross per month. The height of salary will depend on the proven experience and skills. Remuneration for a given position will depend on predefined performance indicators. Based on the conditions accommodation could be provided.

OPEN CALL

Participation in the Open Call:

If you are interested in participating in the Open Call, it is necessary to send completed documents (see below) by email to the address office@cike.sk with the subject of the email in the format SURNAME_SELECTION PROCEDURE_HEAD OF PROGRAM.

The deadline for submitting applications for inclusion in the competition is 8th December 2020 (including).

We will include the candidate in the Open Call after he/she submits both of the following documents:

1. Application for inclusion in the tender - cover letter,
2. Application form (see annex to the call).

The applicant is obliged to send each document separately in PDF format (either export the document or scan it properly). We will inform each candidate by email or telephone about the next step.

Creative Industry Košice, n.o.

Selection procedure – process:

1. Collection of documents from candidates
2. Selection of suitable candidates for a personal interview
3. Notification of candidates about transfer / non-transfer to the next selection round
4. Personal interviews
5. Verification of candidates' references
6. Notification of candidates about their result in the selection procedure

By applying for inclusion in the Open Call and the application form, the candidate acknowledges and agrees that:

- only candidates who, based on a selection board decision, best meet the criteria set out in the requirements section for the post, will be invited to a personal interview and shortlisted,
- the selection board has the exclusive power to decide which candidate will be invited for a personal interview and shortlist,
- sending the required documents does not entitle the candidate to a personal interview or further participation in the selection process.

Please address any questions by email to office@cike.sk.

