



Programme funded by the
EUROPEAN UNION

INFORMATION, COMMUNICATION, SELECTION OFFICER

GENERAL BACKGROUND

The general objective of the Romania-Ukraine Joint Operational Programme is to enhance the economic development and to improve the quality of life of the people in the programme area through joint investments in education, economic development, culture, infrastructure and health while ensuring the safety and security of the citizens in the two countries.

In order to achieve its goals the programme is aiming at setting up a professional and effective Joint Technical Secretariat with educated and experienced international staff covering the programme area.

The JTS assists the Joint Monitoring Committee and the Joint Managing Authority in carrying out their respective duties, as described below:

- Under the MA supervision, co-ordinates project generation by organising info-days with public sessions offered to potential applicants regarding the application procedures;
- Supports MA in organising the calls for proposals, including the preparation of the application packages;
- Organises the evaluation sessions, ensures the secretariat functions for evaluation committees and participates with its staff as internal assessors in evaluation of eligibility and administrative step,
- Carries out information and publicity activities related to the programme (e.g. seminars, conferences, partnership forums, contributes to updating of the programme web-site, etc.) under the supervision of the Managing Authority, and according to information and communication plans;
- Supports MA in contracting process by preparing the related documentation and performing pre-contracting visits to the selected grant beneficiaries;
- Contracts the branch office and co-ordinates its activity;
- Co-operates with organisations, institutions and networks relevant for the objectives of the Programme;
- With the support of the branch offices, organises and co-ordinates the monitoring of the projects, including the corresponding site visits;
- Receives and carries out the operational and financial verification of the requests for payments, submitted by the beneficiaries, together with the report and a checklist of the supporting documents;
- Sends the verified documents to the MA with a notification regarding the regularity and compliance of the request for payment with the program rules;
- Introduces and validates data related to the projects in the monitoring computerised system;
- Assists the beneficiaries in implementing the projects.
- Supports AM in performing the programme evaluation by providing relevant information
- Performs ex-post visits to the projects in order to check the sustainability of the projects, including the fulfilment of the Art 39 (3) of Commission Implementing Regulation no. 897/2014.

In order to have a broader view on the programme and the tasks of the JTS please check out the programming document on one of these websites:

<http://www.ro-ua-md.net>, <http://www.brct suceava.ro>



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The Information, communication, selection officer will perform activities of information and publicity in accordance with Annual Information and Communication Plans, will perform specific activities for selection process of projects, supporting the implementation of the Programme and will contribute to the smooth execution of JTS financial contracts in accordance with the contractual procedures in force, provisions of the Framework Agreement, MA instructions and JMC decisions, incident rules and regulations.

► **Roles/Tasks**

- ✓ Draws up proposals for development of JTS Annual Information and Communication Plans, participates and contributes to the implementation of JTS assigned activities after their approval.
- ✓ Contributes to the development of progress reports on implementation of Annual Information and Communication Plans according with the specific procedure.
- ✓ Centralizes and provides MA and superiors any data (technical, statistical) forecasts, analyses, reports, information and / or materials requested in connection with their specific sphere of activity, is responsible for their accuracy and completeness.
- ✓ Supports evaluation, audit, verification and control missions regarding the information / communication /selection activities, provides information and documents, is responsible for strictly and timely implementation of recommendation from their specific sphere of activity.
- ✓ Contributes to organizing the JMC meetings, participating in inter-institutional meetings, technical meetings, exchanges and activities organized during the implementation of grant contracts or by various stakeholders and contributes with information, data and/or materials from their sphere of activity.
- ✓ Participates and contributes to the smooth conduct of preparatory actions / launch calls for proposals (project development, identification of partners, help desk, call launching and advertising, information campaigns, training events etc.) in accordance with the specific procedure. Contributes to the development of materials and specific reports.
- ✓ Participates and contributes to evaluation process according to specific procedures / JMC decisions.
- ✓ Participates and contributes to the information and communication JTS actions set out in the Annual Information and Communication Plan (promotional materials, information and promotion, promotional activities, information and training, etc.) in accordance with the specific procedure. Contributes to the development of materials and specific reports.
- ✓ Issues approval / opinion on the information and communication materials developed during the implementation of grant contracts.
- ✓ Contributes and participates in training of grant beneficiaries in connection with the visibility requirements of the Programme.

► **Profile/Employment criteria**

Mandatory criteria

- long term studies and university degree (communication and public relations, law, european studies, regional development, politics, public administration, tehcnical, economics, others)
- at least 1 year experience in management of EU funded projects/ programmes



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- fluent in spoken and written English and in one of the national languages spoken in JOP area (Romanian, Ukrainian)

It represents an advantage

- good knowledge of the programme area and programme requirements
- strong skills in writing communication materials (promotional materials, press, presentations, etc.)
- working experience within an international environment
- good knowledge of MS Office
- capacity to organize and prioritize daily tasks
- creative and problem-solving oriented, interested in new working experiences
- good communication skills and good team worker
- willingness to travel and to work overtime if necessary

► **Available: 2 (at JTS headquarters in Suceava)**

► **Terms of employment**

One position is based on a full-time contract under the Romanian law. The position is linked with the programming period of the Joint Operational Programme Romania-Ukraine 2014-2020. **The job starts in 2019 (according to Programme needs) and lasts until the end of 2023.**

The other position is based on a full-time contract under the Romanian law, **for limited period, until March, 2021.**

► **Application procedure**

The deadline for submitting the application folder is **August 20th 2019**, 16.00 hours Romanian time.

Interested applicants should submit:

- letter of intention (in English)
- CV in European format (in English)
- identity document (copy)
- legal certificate showing not having a criminal record
- photocopies of the relevant university diplomas and professional experience

** Where these official documents are in other language than Romanian, an authorized English translation is requested.*

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

The selection will take place on **August 21st, 2019** at 10:00 hours (Romanian time), at the headquarters of Regional Office for Cross Border Cooperation Suceava, in Suceava, 8A Bistritei Street.

The selection will have the following sections: written test according to the bibliography, English language test, computer operating skills test, interview and CV analysis.