



Programme funded by the EUROPEAN UNION



Romania-Ukraine-Republic of Moldova
CROSS BORDER COOPERATION

GENERAL BACKGROUND

The general objective of the Joint Operational Programme Romania-Ukraine-Republic of Moldova 2007-2013 is to develop and realise cross-border cooperation projects in the specified programme area. 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 **Joint Technical Secretariat (JTS)** is responsible for the day-to-day programme management, providing potential applicants with information and advice during the application process and accompanies the applicants until the projects are completed.

The JTS assists the Joint Monitoring Committee and the Joint Managing Authority in carrying out their respective duties.

The Joint Technical Secretariat (JTS) is set up by the Joint Managing Authority (Ministry of Regional Development and Housing, Romania) after consultation with the National Authorities of the other two participating countries (Ministry of Economy from Ukraine and Ministry of Economy and Trade from Republic of Moldova).

The JTS will function in two locations within the Regional Office for Cross Border Cooperation Suceava for the Romanian-Ukrainian border and the Regional Office for Cross Border Cooperation Iasi for the Romanian-Moldovan border.

The duties of the JTS include activities related to general programme implementation, technical and administrative management, information and publicity.

More specifically, this includes the preparation of call for proposals; information and publicity activities; the organisation of technical meetings, workshops and info days with the potential applicants and beneficiaries; the participation in the projects selection process and contracting of the selected projects; monitoring progress during the projects implementation; contribution to the regular updating of the programme monitoring system; secretarial tasks in support of the Joint Monitoring Committee including preparation of documents, decisions, minutes and reports.

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.mdlpl.ro>, <http://www.brctiasi.ro>



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INFORMATION AND PUBLICITY OFFICER

The **Information and Publicity Officer** will be responsible for the implementation of the information and communication plan of the Joint Operational Programme Romania-Ukraine-Republic of Moldova 2007-2013 at the JTS/ Branch office level.

He/She is also the contact to Lead partners for providing advice on communication related issues. Other main responsibilities are: preparation of calls for proposals and related activities, assessment and selection of project proposals, participation in the Joint Monitoring Committee's Permanent Secretariat.

► **Tasks**

- To organize and to participate at programme seminars and conferences as appropriate
- To contribute to the updating of the programme web site, and to the promotion and information materials according to the information and communication plan
- To advise Lead partners (LP) and other programme actors on opportunities and obligations for information and publicity related issues
- To provide information regarding the Applicants' Package
- To participate to the preparation of calls for proposals
- To provide support and advice to JOP project applicants during the call for proposal (e.g. on appropriate partnerships, technical and financial issues)
- To participate in the projects' selection procedure
- To act as advisor for the Lead partners regarding the implementation of projects
- To prepare grant contracts dossiers before their signature
- To organize the meetings of the Joint Monitoring Committee
- To support monitoring site-visits at grant contracts under implementation
- To prepare statistics and monitor figures regarding the implementation of the information and communication plan at the JTS level for the Joint Managing Authority
- To contribute to the drafting of the quarterly reports to the JMA and to the drafting of the annual progress reports to the JMC, EC.

► **Profile**



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Employment criteria

- University degree (communication and public relations, law, European studies, regional development, political sciences, economics, public administration, technical)**
- at least 1 year of experience in EU financed projects'/programs' management and implementation, preferably in cross border cooperation EU programs (experience with information and communication activities in the context of cross border cooperation EU programs represents an advantage)**
- fluent in spoken and written English and in one language spoken in JOP territory (Romania, Ukraine and Republic of Moldova)**

► Assets

- good understanding and knowledge of the programme area and programme requirements
- experience in and ambition to work in an international environment
- good computer skills: MS Office including Excel and PowerPoint, Internet
- creative and problem-solving oriented, interested in new learning experiences
- communicative, open minded, and a good team worker.
- willingness to travel

► Availability for the job: 1 (at JTS headquarters in Iasi, since December 2009)

► Terms of employment

The 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-Republic of Moldova 2007-2013. The job starts in 2009 and lasts until the end of 2016.

► Application procedure

The deadline for submitting the application folder is December, 11, 2009.

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



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

Please declare on the envelope: Application for the JOP RO-UA-MD – Information and publicity officer

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



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