



Centre of European Projects is searching for a candidate to:

**Joint Technical Secretariat of the Cross-border Cooperation Programme**

**Lithuania-Poland-Russia 2007-2013**

for the position of:

**Information Officer**

**Nr ref. CPE – VII – 4/2011**

*Number of vacancies: 1*

*Place of work: Warsaw, Republic of Poland*

The employee shall be responsible for preparation and implementation of the information and promotion plan of the Programme, building the image of the Joint Technical Secretariat and the Programme, and preparing meetings and conferences of the Programme.

**I. Examples of tasks:**

**Programme implementation**

- Cooperation with the institutions from Lithuania, Poland, Russia and the Joint Monitoring Committee, preparation of the decision making process documentation, drafting minutes from the meetings, etc.;
- Development of the information and promotion plans, as well as preparation and implementation of the activities related to its appliance;
- Preparation of the reports on implementation of promotion plan for the purposes of the Joint Monitoring Committee, European Commission and other institutions;
- Maintaining relations with media regarding the activities of the JTS and Programme;
- Management of the Programme website;
- Development of new information tools for the beneficiaries;
- Development of projects implementation procedures in terms of information and promotion requirements;
- Cooperation with JTS Branch Offices in Vilnius, Olsztyn and Kaliningrad regarding the abovementioned tasks;
- Representing the Programme and coordination of JTS external activities;
- Preparation of the meetings of the Joint Monitoring Committee, Joint Task Force, etc.

**Project implementation**

- Providing information for the Programme beneficiaries on promotion activities which are required by the Community law during the project implementation;
- Preparation and participation in the events connected with preparation and implementation of the projects (e.g. trainings, seminars, open days for applicants and beneficiaries, etc);

Monitoring the project implementation progress in terms of information and promotion activities, including verification of the beneficiaries' reports and monitoring visits.

## **II. Necessary qualifications:**

- Higher education (preferably in the field of journalism, public relations, international relations or similar);
- At least 3 years of proven working experience;
- At least 2 years of working experience in media or public relations, and experience in organizing and conducting trainings and promotions events;
- Good knowledge of English (spoken and written);
- Fluent in spoken and written Polish;
- Computer literacy;
- Ability to work in team;
- Graphic skills and aesthetic sensibility, documents design skills;
- Availability.

## **III. Desirable qualifications:**

- At least 2 years of work experience in programmes/projects financed from the EU resources, regional/international cooperation programmes (preferably structural funds, INTERREG, Tacis, pre-accession funds) regarding the information and promotion;
- Knowledge of the specific character of the cross-border cooperation programmes and the relevant legislation
- Knowledge of PRAG procedures on grants;
- Work experience in the international environment;
- Knowledge of other languages relevant to the Programme needs (preferably Lithuanian or Russian);
- Driving licence (B).

## **IV. Required documents:**

1. CV with a candidate's declaration: I hereby agree that you process my personal data included in my job application due to recruitment process (according to Law on Personal Data Protection of August 29, 1997 – Journal of Laws of the Republic of Poland No.101, item 926);

**We would like to inform that applications without above statement will be not considered.**

Additionally, the Candidates may give their voluntary consent to process their personal data include in their CV for this recruitment process by institutions involved in implementation of the Programme by voluntary attached signed additional statement saying that they agree to process their personal data contained in their CV for this recruitment process by institutions involved in implementation of the Programme i.e.: Ministerstwo Rozwoju Regionalnego (Ministry of Regional Development), with its seat in Warsaw, Ministry of the Interior, with its seat in Vilnius/ Lithuania, Ministry of Regional Development and Ministry of Foreign Affairs, with their seats in Moscow/ Russia.

2. Cover letter;
3. Copies of documents proving qualifications.
4. In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in act on vocational and social rehabilitation and employment of disabled persons as of August 27, 1997.

**Applications in English with reference number, included all required documents must be submitted in seat of Centrum Projektów Europejskich in Warsaw or send by post to date 16 of December, 2011 on address:**

**Centrum Projektów Europejskich  
ul. Domaniewska 39 A  
02-672 Warszawa**

**Additional information:**

**The applications without reference number will be not considered.**

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

We will contact only selected candidates.

We do not return the received job applications to the candidates.

The candidates applications who do not fulfill formal requirements or applications which are not selected shall be destroyed.

We offer an employment based on employment contract under the current law of Republic of Poland in this area.