**Job description**

**Information and project manager**

of Interreg V-A Latvia-Lithuania Cross Border Cooperation Programme 2014 – 2020

Joint Secretariat Branch Office in Vilnius (Lithuania)

*Information and project manager will be employed by the Public Establishment "Joint Technical Secretariat" (VŠį "Jungtinis Techninis Sekretoriatas")* *acting as the hosting institution of the Joint Secretariat Branch Office.*

*Information and project manager will be a part of the Joint Secretariat and in administrative matters will be directly subordinated to Head of hosting institution, and in Programme related matters will be responsible to the Managing Authority/Joint Secretariat located at the Ministry of Environmental Protection and Regional Development of the Republic of Latvia in Riga.*

*The employment of information and project manager is foreseen on a full-time basis (40 hours a week) for the period from May 2016 until the end of 2020.*

Main tasks:

1. Provide consultations, support and information for Interreg V-A Latvia-Lithuania Cross Border Cooperation Programme 2014 – 2020 (hereinafter – Programme) project applicants and project managers from Lithuania on project development, project submission, evaluation process, contracting, project implementation, project reporting system, information and publicity requirements;
2. Assist in organization of seminars for potential project applicants, project lead partners and project partners and Programme events;
3. Prepare information materials (including presentations) about the Programme and projects, their progress and results and communicate Programme results in the Programme regions; prepare statistics about the Programme and projects implementation; participate in preparation of other informative materials such as brochures about the project results;
4. Assist in project applications assessment via Electronic Monitoring System (e-MS) or upon request of the Managing Authority (hereinafter – MA) in the premises of main Joint Secretariat (hereinafter – JS) office in Riga;
5. In cooperation with other team members of JS maintain Programme contact data base (of Lithuanian partners);
6. Participate in preparation of reports regarding the Programme and project implementation for the MA, Monitoring Committee and European Commission;
7. Participate in Monitoring Committees upon request of the MA/JS;
8. Assist in project monitoring by pre-checking submitted progress reports of Lithuanian beneficiaries via e-MS and performing on-the-spot visits in Lithuania;
9. Represent the JS and participate in seminars, work groups organized by the MA/JS;
10. Represent the Programme at public events in Lithuania, which are organised by other bodies, but are of interest for the Programme and if participation is approved by the MA/JS;
11. Cooperate with Latvian and Lithuanian national authorities, financial control bodies;
12. Ensure the implementation of any other tasks given by head of MA/JS regarding Programme implementation.

Requirements of the candidate:

* higher education in economics, finance, business administration, management science, public relations, philology science, political science or European studies, which is supplemented by specific professional knowledge;
* Good knowledge of relevant Lithuanian sectoral fields (environmental protection, construction, education, transport, public administration) in the context of project implementation, that are in line with support priorities of Latvia – Lithuania cross border cooperation programmes 2014-2020;
* not less than two years of professional work experience with the programme/project management financed by the European Union structural funds or other foreign assistance instruments;
* previous experience of working with the European Union transnational and/or cross-border cooperation programme/project management, monitoring will be considered as an advantage;
* good knowledge of the European Union's regional development policy, its legal basis which relates to the European territorial cooperation;
* knowledge of the Public procurement Law of Lithuania and ability to apply it in practice;
* experience in administrative and office management work.

Necessary general knowledge and skills:

* very good command of Lithuanian and English language skills - oral and written;
* good computer skills (MS Office standard programs), basic skills in computer graphics will be considered as advantage;
* ability to work in a multicultural environment;
* very good writing, communication and presentation skills;
* good analytical skills;
* ability to work both as a team member and independently.