

**European Territorial Cooperation Programme Interreg V-A****Greece - Italy 2014/2020****Vacancy Position: n. 1 Communication Officer within the Joint Secretariat (JS)****ROLE AND MAIN TASKS**

The main functions of the **Communication Officer** within the JS are to coordinate, manage and supervise the overall communication, promotion and dissemination activities of the Programme, under the supervision of the JS Coordinator, the MA, and with the collaboration of the Info Contact Points in Patras and in Ioannina, the Antenna Office in Corfu and the Branch in Thessaloniki.

## Job description:

- Developing, updating, implementing and evaluating the Programme communication plan in line with its strategy and in relation and coordination with concerned Programme actors, following the EC Regulations;
- Contributing in the drafting of any material produced by the JS (guides, reports and so forth) for calls, project proposal evaluations, project monitoring in cooperation with Project Officers;
- Maintaining and updating the Programme's website;
- Developing Programme online and paper publications including leaflets, brochures, newsletters, audio-visual materials etc., including all stages from the conception, the collection of data and information, writing, illustrating and editing;
- Contributing to the development and implementation of the Programme activities on social networks, including its day-to-day maintenance and updating;
- Responsible for the partner search webpages;
- Ensuring that all interested stakeholders have access to the Programme documents, news and announcements;
- Collaborating with the Communication Managers of the MA, the Antenna and the Info Contact Points for information and communication activities according to the Programme Communication Plan;
- Supporting the Managing Authority in the preparation of the reports on communication matters addressed to the European Commission (reporting, monitoring and evaluation of the communication plan implementation );
- Ensuring the visibility of the Programme towards various groups in a targeted and thematic approach, in the media and with relevant institutions across the cooperation area;
- Collecting, organizing, editing and disseminating efficiently the information on the Programme, its themes and its funded projects;
- Ensuring both internal and external accessibility of information related to the development and results of the Programme and its projects;

- Supporting final beneficiaries in the dissemination of information about their projects (strategic support during the development and implementation of project communication plans as well as technical support for the use of Programme communication tools, social networks etc.);
- Organizing and/or participating at meetings and events (e.g. launching, mid-term and final Programme conferences, thematic workshops, European Cooperation Day, thematic fairs, training workshops, external conferences, etc.) in coordination with the Programme stakeholders, seminars for Lead partners and Project partners, on communication issues;
- Contributing in drafting of annual and final implementation reports;
- Participating in Monitoring committee and internal Programme meetings;
- Supporting the MA and JS staff in reporting to the Monitoring Committee and the European Commission bodies, with reference to the communication issues.

## EVALUATION OF TITLES AND EXPERIENCES ON THE BASIS OF THE CURRICULUM VITAE

In order to participate to the selection procedure, the applicant must comply with what foreseen in the “Art. 6 – Submission of the application dossier” of the public vacancy notice.

The overall evaluation procedure of the core JS will be based on the following elements:

1. **Admissibility requirements:** on/off eligibility admission;
2. **Additional qualification:** working experience evaluation based on CV (50/100 score);
3. **Professional qualification:** to evaluate during interview (30/100 score);
4. **Language and computer skills:** to be proven by test/interview (20/100 score).

Please note that the periods of possible overlapping between more than one professional positions are counted only once.

### Admissibility requirements

In order to be eligible for the specific selection procedure, the applicant needs to fulfill a set of the following admissibility requirements:

- Have a valid and recognized (note: “recognized” is needed only for non-European Union countries) University degree of at least four years in any field of relevance of the above mentioned tasks as accepted at the Public Sector of the applicant’s country of citizenship;
- Have at least 3 years of working experience in communication management of EU funded Cooperation Projects / Programmes foreseeing the cooperation between two or more Countries;
- Excellent knowledge of the English Language (Level C2 or equivalent) which will be examined with a spoken and written test by the Joint Selection Committee,

The candidate has to submit a self-declaration that he/she possesses the above mentioned requirements.

Only applicants fulfilling the admissibility requirements will be admitted to the evaluation of the following titles and experiences based on the CV and to the technical and behavioral interview.

### **Additional Qualifications**

- Have a valid and recognized Post-graduate Degree: Ph.D. and/or masters;
- Working experience in communication management of EU funded Projects / Programmes foreseeing the cooperation between two or more Countries;
- Website content management capacity;
- Press Office management experience;
- Good knowledge of the Italian language or, good knowledge of the Greek language.

### **Technical and behavioural interview**

#### Professional qualification:

- European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;
- EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2014-2020 programming period;
- Knowledge of new media and social networks;
- European Macro-regional Strategies, with a specific focus on EUSAIR;
- Text drafting skills in English ;
- Text drafting in Italian or Greek language;
- Press office management capacity;
- Cooperation Programmes and projects fundamental communication requirements;
- Working experience in an international and multicultural environment.

#### Personal skills

- Team spirit and problem solving attitude;
- Capacity to managing office procedures so as to ensure effective delivery of services;
- Determination to take personal responsibility for delivery of high quality results to tight deadlines;
- Negotiating and communication skills;
- Excellent writing, presentation and analytical skills.

#### Language and computer skills:

- Computer skills (Office including Excel, PowerPoint - or Open Office and Internet). The candidate will be required to sit for a computer test prior to the interview;
- Excellent knowledge of the English Language (Level C2 or equivalent), which will be examined with an oral and written test by the Joint Selection Committee;
- Good knowledge of the Italian language which will be examined during the interview;
- Good knowledge of the Greek language which will be examined during the interview.