

Vacancy announcement for the Hungary-Slovakia-Romania-Ukraine ENI CBC Programme Joint Technical Secretariat

Communication Manager position

The objective of the Hungary-Slovakia-Romania-Ukraine ENI CBC Programme is to develop and realise cross-border cooperation projects in the specified programme area. In order to achieve its goals the Programme sets up a professional and effective JTS with international staff covering the programme area. Currently the Programme is seeking for an additional educated and experienced professional for the position of Communication Manager.

The **Joint Technical Secretariat (JTS)** is responsible for the day-to-day programme management, supplies potential applicants with information, provides advice during the application process and following the project activities until the project closure. The JTS assists the Joint Monitoring Committee and the Managing Authority in carrying out their respective duties. The JTS is established within Széchenyi Programme Office Non-profit Llc. in Budapest. The **duties of the JTS** include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity activities, project development and selection. More specifically, this includes the conclusion of reports; the preparation of proposals for programme amendments; the organisation of technical meetings, workshops and info days; the promotion of the project generation activities and participation in the project selection process; the management of the joint partner search database and the updating of the programme's website; secretariat tasks in support of the Joint Monitoring Committee including preparation of documents, decisions, minutes and reports; contribution to the regular updating of the programme monitoring system, incl. data insertion into the system.

In order to have a broader view on the Programme and the tasks of the JTS please check out the website of the Programme at <https://huskroua-cbc.eu>

POSITION: COMMUNICATION MANAGER OF HU-SK-RO-UA JOINT TECHNICAL SECRETARIAT

Responsibilities of the Communication Manager of JTS

The **Communication Manager** is responsible for the development, implementation and monitoring of the information and communication plan of the Programme. He/She is also the contact to applicants and project beneficiaries for providing advice on visibility and communication related requirements to project partners.

Tasks

- organizing promotional campaigns in accordance to the target audience and Programme implementation cycle;
- maintaining the Programme visual and corporate identity and coordinating its implementation;
- co-ordinating the design, setting up, content-writing and updating the Programme website;
- organizing and contributing to project seminars and conferences as appropriate;
- drafting the content and coordinating the design of promotional materials;

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- organisation of events (conferences, workshops, seminars, meetings etc.);
- maintaining relations with external service providers (day-to-day co-operation with regard to the progress of contracted tasks);
- devising, planning and executing media, social media and promotional campaigns;
- coordinating the copy-writing, printing and distribution of leaflets, brochures and other publications;
- preparing statistics and monitoring figures at Programme level for the Joint Monitoring Committee meetings, including the European Commission, and to assist the implementation of these meetings;
- assisting and contributing to the drafting reports to the Managing Authority and the annual reports to the European Commission;
- participation in the development of implementation and publicity guidelines and associated presentations and materials;
- contributing to the development of procedures and manuals for implementation of the information and publicity measures at the project level;
- providing assistance to individual applicants in the development of their project, with regard to project visibility requirements;
- providing guidance to projects on fulfilling visibility requirements;
- advising Lead Beneficiaries (LB) and other programme actors on opportunities and obligations for information and publicity;
- drafting and sending newsletters about the Programme implementation's news;
- participating in and holding presentations at project development events;
- coordinating and participating in the project selection and evaluation procedure;
- implementing the Communication Strategy of the Programme;

Employment criteria

- **Relevant higher education degree (preferably in communication, MA in English language and literature, MA in international relations or European studies, journalism, regional development, public administration, economics, law or other);**
- **At least 3 years of experience in information and communication activities (preferably in the context of Structural Funds, EU programme/or international project management)**
- **Fluent in spoken and written in English and in one language of the Programme area (more is an advantage);**

Assets

- good understanding and knowledge of the programme area, in particular the Partner country;
- knowledge of cross-border cooperation;
- deep knowledge of the specificities of grants implementation in the territory of the Programme;
- knowledge of the up-to-date trends in ICT for communication purposes;
- demonstrated professional use of social media tools and platforms, knowledge of trends in development of web and mobile applications to reach the wider audience and general public;
- experiences in organizing information and publicity events including conferences and fairs;
- demonstrated experience in editing publications including the coordination of the entire editing and publishing process of publications;
- excellent managerial and negotiation skills and organising ability;
- excellent communication and drafting skills;

- capacity to convey information in an informative, accurate and appealing way.
- experience in and ambition to work in an international environment with different administrative traditions;
- excellent computer skills: MS Office including Excel, Word and PowerPoint;
- analytical, creative and problem-solving thinking;
- negotiation skills;
- self-confidence;
- attention to detail and accuracy;
- organising ability;
- willingness to travel.

Terms of employment

The position is based on a full-time contract under Hungarian law and is for an **indefinite period**. It is envisaged to contract additional staff for new positions throughout the programming period.

Salaries

The competitive salary will be related to qualifications, experience and the costs associated with living abroad.

Location

Budapest, Hungary.

Application procedure

The deadline for applications is **28th of November, 2019**.

Interested applicants should submit

- a resume (CV) with photo and a typed motivation letter in English,
- proof of education, professional experience and language knowledge (copy only)

These documents will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview. The application should be submitted by e-mail to the following address: Call@huskroua-cbc.eu

Please indicate in the subject of the e-mail and the name of the candidate:

Application for the HU-SK-RO-UA JTS Communication Manager position

The candidate should send his/her **CV and motivation letter in electronic format** as well to the following email addresses until the deadline:

szpiallas@szpi.hu

Balazs.Zam@mfa.gov.hu

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



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