**Public Establishment Joint Technical Secretariat in Vilnius will employ**

**INFORMATION AND PROJECT MANAGER (fluent in Lithuanian and English)**

The Information and Project Manager will be employed by the Public Establishment Joint Technical Secretariat (Viešoji įstaiga Jungtinis techninis sekretoriatas), which is set by the Ministry of the Interior of the Republic of Lithuania for the day-to-day management of the cross-border cooperation programmes, funded by the European Union.

The position of the Information and Project Manager is necessary to ensure efficient implementation and promotion of the European Neighbourhood Instrument Cross-border Cooperation programme Latvia-Lithuania-Belarus 2014-2020 (hereinafter – the Programme) and closure and promotion of the European Neighbourhood and Partnership Instrument Cross-border Cooperation programme Latvia-Lithuania-Belarus 2007-2013.

This is a full-time (40 working hours a week) contract, which is due to start a.s.a.p. and will have a 3 months-probation period.

Tasks of the Information and Project Manager will include, but not be limited to:

* working with the information campaigns during the calls for EU-funded project applications (consulting potential applicants, spreading the information about the calls in the media and during the events, preparing information materials, etc.);
* taking part in the preparation of the Programme documents;
* ensuring successful implementation of the joint Latvian-Lithuanian-Belarusian projects (answering the questions of the Beneficiaries, checking the project reports and requests for changes, advising on public procurement, etc.);
* taking part in the checks-on spot of the projects;
* promoting the achievements of the projects and the programme (holding press tours, conferences, writing the press releases, preparing promotion gadgets, etc.);
* The full list of tasks is available in JOB DESCRIPTION.

Requirements to the candidate:

* University degree in the field of communication, public relations, journalism, public administration, business administration or other relevant field.
* Good command both of written and oral Lithuanian and English languages; knowledge of other Programme languages would be an advantage.
* Good knowledge of EU legislation (relevant EU Regulations) related to use of the Programme funds, requirements on visibility and information and procurement procedures to be applied.
* Good knowledge of the main Programme documents and the Programme area.
* Good knowledge of relevant Lithuanian legislation and ability to use it in practice.
* Good knowledge of Lithuanian regional development strategies and priorities.
* Not less than 2 years of professional experience and experience of work with international programmes or projects and/or in the field of public relations or journalism. Experience of working for/with public institutions treated as advantage.
* Good organisational, administrative and communication skills.
* Ability to plan and organise work independently, to work in an international team and in multicultural environment.
* Good public writing and presentation skills.
* Ability to manage information, to file it, systemise, make conclusions.
* Computer literacy (MS Office Pro, Internet).

Please, apply by sending a CV and Motivation Letter (both documents in Lithuanian and English) before the 31st of May 2016 to: [info@vilniusjts.eu](mailto:info@vilniusjts.eu).

For more information, please write: [aukse.bernadisiene@vilniusjts.eu](mailto:aukse.bernadisiene@vilniusjts.eu).