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

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

The 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 Project Manager is necessary to ensure efficient implementation of the European Neighbourhood Instrument Cross-border Cooperation programme Latvia-Lithuania-Belarus 2014-2020 (hereinafter – the Programme) and closure 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 Project Manager will include, but not be limited to:

* Prepare and regularly update procedures and documents, related to Programme implementation (application, assessment, reporting and monitoring).
* Provide information and interact with potential applicants and beneficiaries on project generation, development and implementation, application, assessment, contracting, reporting and payments, organise seminars to potential applicants and beneficiaries.
* Coordinate the project application process.
* On the basis of the Programme documents to assess administrative compliance and technical eligibility of the projects submitted, to file and systemize all information related to project assessment.
* The full list of tasks is available in JOB DESCRIPTION.

Requirements to the candidate:

* University degree in the field of law/economics/public administration/business administration or other relevant field.
* Very good command, both written and oral, of Lithuanian and English languages; knowledge of other Programme languages would be an advantage.
* Very good knowledge of EU regional development policies and relevant legislation (EU Regulations for the and European Neighbourhood Instrument ENI programmes) related to use of the Programme funds, Project Cycle Management (PCM) tools, requirements on expenditure eligibility and procurement procedures to be applied.
* Good knowledge of the main Programme documents.
* Good knowledge of the Lithuanian national public procurement law and Programme requirements on public procurement.
* Not less than 2 years-experience in programme/project management.
* Good administrative and personal communication skills.
* Good writing, communication and presentation skills.
* Ability to plan work and to organise activities independently.
* Ability to work in multicultural team environment.
* Ability to manage, collect and systemise information and make conclusions.
* Fluency both in written and oral presentation, knowledge of the record-keeping rules and rules for preparation of documents.
* 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).