**task DESCRIPTIOn**

**OF tHE project manager**

**OF the Joint TECHNIcal SEcRETaRIAT**

### objective

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

### II. Special Requirements TO the Position

* 1. University degree in the field of law/economics/public administration/business administration or other relevant field.
	2. Very good command, both written and oral, of Russian/Belarusian and English languages; knowledge of other Programme languages would be an advantage.
	3. 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.
	4. Good knowledge of the main Programme documents.
	5. Good knowledge of the Belarusian national public procurement law Programme requirements on public procurement.
	6. Not less than 2 years experience in programme/project management.
	7. Good administrative and personal communication skills.
	8. Good writing, communication and presentation skills.
	9. Ability to plan work and to organise activities independently.
	10. Ability to work in multicultural team environment.
	11. Ability to manage, collect, systemise information and make conclusions.
	12. Fluency both in written and oral presentation, knowledge of the record-keeping rules and rules for preparation of documents.
	13. Computer literacy (MS Office Pro, Internet).

### Iii. RESPONSIBILITIES

The tasks of the Project Manager are to:

1. Carry out assignments set out in the Procedures Manual of the Programme.
2. Cooperate with national institutions participating in Programme implementation (Managing Authority, National Authorities), organizations implementing other European Neighbourhood and Partnership Instrument programmes, and European Union institutions.
3. Cooperate with other Project Managers on project implementation issues.
4. Prepare and regularly update procedures and documents, related to Programme implementation (application, assessment, reporting and monitoring).
5. Prepare administrative documents related to work of the Joint Technical Secretariat (JTS).
6. 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, project beneficiaries and partners.
7. Coordinate the project application process.
8. 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.
9. Take part in preparation of the Joint Monitoring Committee (JMC) meetings and ensure their proceedings; to prepare the JMC decisions and ensure their implementation.
10. Monitor project implementation; requests for changes; contact project beneficiaries and project partners with clarification requests, provide advice; upon necessity visit projects and monitor project activities on the spot.
11. Enter all necessary information related to project and Programme implementation into the Programme monitoring database and update it regularly, based on assigned access authority.
12. Check the reports and applications for payment submitted by the beneficiaries to confirm compliance with the provisions of the Subsidy Contract.
13. Prepare and submit reports and/or information related to project progress and Programme implementation to the Managing Authority, JMC of the Programme, other institutions participating in the Programme implementation and the European Commission.
14. Retain and file all documents related to the implementation of the Programme, as well the documents related to the monitoring of projects and ensure that these documents are accessible by institutions and persons having a right to check them.
15. Provide assistance to Senior Communication Manager, including support while organising events, participating in the events and seminars, preparation of information for the Programme website and other information materials.
16. Represent the programme in interactions with the general public (including seminars, conferences etc.).
17. Participate in any internal and external work groups within his/her scope of duties and by assignment of the Head of the Unit or Director of the JTS.
18. Carry out any other tasks assigned by the Head of the Unit or Director of the JTS.