

JOB DESCRIPTION
OF THE INFORMATION SPECIALIST IN LATVIA
OF THE JOINT TECHNICAL SECRETARIAT

I. JOB DESCRIPTION

Position – Information Specialist in Latvia.

Accountability – Information Specialist in Latvia reports to the Senior Communication Manager of the Joint Technical Secretariat (hereinafter – Secretariat) and Head of Latvia, Lithuania and Belarus Cooperation Programmes Division.

Substituted – by Information Specialist in Belarus.

II. OBJECTIVE

The position of the Information Specialist in Latvia (hereinafter – Information Specialist) is necessary to ensure efficient implementation of the European Neighbourhood Instrument Cross Border Cooperation Programme Latvia – Lithuania – Belarus 2014-2020 (hereinafter – the Programme) and to actively contribute to Secretariat activities by conducting efficient communication of the Programme aimed at potential applicants, project implementers, media, institutions responsible for the implementation of the Programme and general public of Latvia and, when necessary, other countries in accordance with the Communication Plan of the Programme, providing assistance to Latvian project beneficiaries and partners in finalisation of projects in the programming period 2007-2013 as well as to close the European Neighbourhood and Partnership Instrument Cross Border Cooperation Programme Latvia – Lithuania – Belarus 2007-2013 (hereinafter both – the Programmes).

III. SPECIAL REQUIREMENTS TO THE POSITION

1. University degree in the field of communication, public relations, journalism, public administration, business administration or other relevant field.
2. Good command both of written and oral Latvian and English languages; knowledge of Russian and/or Lithuanian would be an advantage.
3. Good knowledge of EU legislation (relevant EU Regulations and PRAG) related to use of the Programme funds, requirements on visibility and information and procurement procedures to be applied.
4. Good knowledge of the main Programme documents and the Programme area.
5. Good knowledge of relevant Latvian legislation and ability to use it in practice.
6. Good knowledge of relevant regional development strategies and priorities.
7. Not less than 3 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 is treated as advantage.
8. Good organisational, administrative and communication skills.
9. Ability to plan and organise work independently, to work in an international team and in multicultural environment.
10. Good public writing and presentation skills.
11. Ability to manage information, to file it, systemise, make conclusions.
12. Computer literacy (MS Office Pro, Internet).

IV. RESPONSIBILITIES

While performing her/his duties the Information Specialist must:

1. carry out assignments set forth in the Rules of Procedure of the Secretariat;
2. contribute actively to the Secretariat activities in informing Latvian potential applicants about funding possibilities, the priorities and the requirements of the Programme;
3. help the Latvian potential applicants in finding relevant project partners in Belarus and/or Lithuania and help potential applicants from these countries in finding relevant partners in Latvia;
4. contribute actively to the Secretariat activities in advising Latvian beneficiaries and project partners about proper implementation of the projects and reporting, including pre-check of the prepared project reports and requests for changes;
5. assist the Latvian beneficiaries and partners in preparation of final projects reports within the Programme; participate in checks on the spot of Latvian partners performed by the Secretariat and carry visits to the project sites/ events to the Latvian project partners and beneficiaries to check the progress of the projects and to help to solve problematic issues;
6. support Secretariat in preparation of procedures and documents related to the implementation of the Programme;
7. support Latvian beneficiaries of Large Infrastructure Projects approved within Programme in the preparation of the application forms and other relevant documents before submission of the documents to the relevant authorities;
8. provide information and consultations to the Latvian potential applicants, which will be planning to take part in the Calls for Proposals of the Programme;
9. proactively assist the Latvian National Authority in its tasks related to the implementation of the Programmes;
10. promote the Programme and its achievements in Latvia and, when necessary, other countries;
11. contribute actively to the Secretariat activities in organising events, meetings and media campaigns in Latvia and, when necessary, other countries;
12. translate and interpret from/to Latvian to/from English when needed;
13. collect the information necessary for the monitoring of the projects implemented in Latvia and for presenting the results of the projects in public and in front of public bodies;
14. contribute to the Secretariat activities in conducting other tasks under the provisions of the Programme, Work Plan and the Communication Plan of the Programme;
15. cooperate with national institutions participating in Programmes implementation (Joint Managing Authority, Managing Authority, national authorities), organisations implementing other European Neighbourhood and Partnership Instrument and European Neighbourhood Instrument programmes, European Union institutions;
16. contribute to preparation and implementation of Communication Plan for the Programme;
17. contribute to the preparation of information for and administration of the website of the Programme;
18. file and archive information on Programmes implementation, ensuring that all documents related to Programmes implementation are accessible to the institutions having right to check these;

19. prepare and submit reports on activities performed to the Secretariat, contribute to preparation of reports to the Joint Managing Authority, Joint Monitoring Committee, European Commission;
20. perform public procurement procedures if needed;
21. carry out other tasks assigned by the Director of the Secretariat.

V. RIGHTS

The Information Specialist is entitled to:

1. receive any information from the Secretariat necessary to carry out the tasks and the Director's orders;
2. have access to information on any amendments to legal acts;
3. obtain and use any means available for the efficient performance of all duties;
4. raise the level of professional skills through participation in courses approved by the Director;
5. carry out within the range of her/his competence other assignments as instructed by the Senior Communication Manager or Director of the Secretariat either in writing or verbally;
6. prepare proposals and recommendations to improve the proficiency in the execution of all assigned tasks.

VI. LIABILITIES

The Information Specialist is liable for:

1. inefficiency or negligence in the performance of duties in accordance with the Labour Code of the Republic of Lithuania in effect;
2. misuse of official powers;
3. disclosure of confidential information or use of information available for selfish purposes;
4. violation of laws in her/his activities in accordance with the Administrative, Criminal and Civil Codes of the Republic of Lithuania and the Republic of Latvia in effect;
5. material damage in accordance with the Labour and Civil Codes of the Republic of Lithuania in effect.

Got acquainted and shall execute:

Information Specialist

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 (signature) (name and surname)

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 (date)