

OF THE INFORMATION AND PROJECT MANAGER
of Interreg V-A Latvia-Lithuania Cross Border Cooperation Programme 2014 – 2020
Joint Secretariat Branch Office in Vilnius (Lithuania)

The position of the Information and project manager of the Interreg V-A Latvia-Lithuania Cross-Border Cooperation Programme 2014-2020 (further on – Programme) Joint Secretariat Branch Office in Vilnius (Lithuania) is necessary to ensure efficient implementation of the Programme in Lithuania.

RESPONSIBILITIES

While performing her/his duties the Information and project manager must perform the following tasks:

1. Provide consultations, support and information for Interreg V-A Latvia-Lithuania Cross Border Cooperation Programme 2014 – 2020 project applicants and project managers from Lithuania on project development, project submission, evaluation process, contracting, project implementation, project reporting system, information and publicity requirements.
2. Assist in organization of seminars for potential project applicants, project lead partners and project partners and Programme events.
3. Prepare information materials (including presentations) about the Programme and projects, their progress and results and communicate Programme results in the Programme regions; prepare statistics about the Programme and projects implementation; participate in preparation of other informative materials such as brochures about the project results.
4. Assist in project applications assessment via Electronic Monitoring System (e-MS) or upon request of the Managing Authority (hereinafter – MA) in the premises of main Joint Secretariat (hereinafter – JS) office in Riga.
5. In cooperation with other team members of JS maintain Programme contact data base (of Lithuanian partners).
6. Participate in preparation of reports regarding the Programme and project implementation for the MA, Monitoring Committee and European Commission.
7. Participate in Monitoring Committees upon request of the MA/JS.
8. Assist in project monitoring by pre-checking submitted progress reports of Lithuanian beneficiaries via e-MS and performing on-the-spot visits in Lithuania.
9. Represent the JS and participate in seminars, work groups organized by the MA/JS.
10. Represent the Programme at public events in Lithuania, which are organised by other bodies, but are of interest for the Programme and if participation is approved by the MA/JS.
11. Cooperate with Latvian and Lithuanian national authorities, financial control bodies.
12. Ensure the implementation of any other tasks given by head of MA/JS regarding Programme implementation.
13. To carry out other tasks assigned by the Head of the Unit or Director of the JTS.