

TASK DESCRIPTION
OF THE COMMUNICATION AND PROJECT MANAGER
OF THE PUBLIC ESTABLISHMENT PROJECT MANAGEMENT AGENCY OF THE
MINISTRY OF THE INTERIOR

I. CHARACTERISTICS OF THE POSITION

Position – the Communication and project manager.

Accountability – the Communication and project manager reports to the Director of the Public Establishment Project Management Agency of the Ministry of the Interior (hereinafter – the Agency).

Substituted – by another person appointed by the director of the Agency.

Substitutes – another person appointed by the director of the Agency.

II. OBJECTIVE

The position of the Communication and project manager of the Interreg VI-A Poland – Denmark – Germany – Lithuania – Sweden (South Baltic) Programme (further on – Programme) Contact Point in Vilnius (Lithuania) is necessary to ensure efficient work of the Contact Point in Vilnius and implementation of the Programme in Lithuania.

III. SPECIAL REQUIREMENTS TO THE POSITION

1. University degree in the field of communication, public relations, journalism, public administration, business administration or another relevant field.
2. Good command both of written and oral Lithuanian and English languages (the level of English language should be not less than B2 according to the *Europass*); knowledge of other languages of the Programme would be an advantage.
3. 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.
4. Good knowledge of the main Programme documents and the Programme area.
5. Good knowledge of relevant Lithuanian legislation and ability to use it in practice.
6. Good knowledge of Lithuanian regional development strategies and priorities.
7. Not less than 2 (two) 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.
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 Communication and project manager must perform the following tasks:

1. Management and coordination of the activities of the Contact Point, including:
 - 1.1. cooperating with the Managing Authority and the Joint Secretariat, in the implementation and promotion of the Programme;
 - 1.2. collaboration with regional and local level organisations;
 - 1.3. preparation of annual work plans, to be elaborated in close cooperation with the Joint Secretariat;
 - 1.4. reporting to the Managing Authority and the Joint Secretariat about the regional activities carried out according to/ in addition to the agreed Annual Work Plan, including reporting to the Ministry of Interior of the Republic of Lithuania, the Public Establishment Project Management Agency of the Ministry of the Interior;
 - 1.5. technical contribution to the organisation of the Programme meetings taking place in Lithuania (including Monitoring Committee meetings),
 - 1.6. supporting the tasks of the Monitoring Committee.
2. Programme promotion, project development and training, including:
 - 2.1. coordinating, preparing and implementing the Programme promotion and information activities in the Programme regions of Lithuania (including the organisation of local/regional info days and promotion workshops),
 - 2.2. providing information about the Programme to potential applicants in English and/or Lithuanian languages (including direct contact, phone, e-mail, regional websites etc.),
 - 2.3. supporting the Joint Secretariat in organising Programme events such as “Interreg Cooperation Day”, info days, partner search forums, Lead Beneficiary seminars and seminars on project implementation,
 - 2.4. preparing and/or assisting the Joint Secretariat in the preparation of brochures, leaflets (both electronic and hard copies) and other publications,
 - 2.5. distributing advertising materials of the Programme,
 - 2.6. bearing responsibility for regional networking activities (e.g. cross-project partnerships),
 - 2.7. support for project development and generation,

- 2.8. providing consultation to applicants on how to correctly fill in the formal application form,
- 2.9. informing potential beneficiaries about the First Level Control requirements,
- 2.10. providing advice to partners of running operations (e.g. general information about First Level Control, contracting requirements, public procurement procedures etc.).
3. Communication, dissemination and capitalisation of Programme achievements, including:
 - 3.1. organising local and regional dissemination activities,
 - 3.2. participating in external events at local/regional level to disseminate the results achieved by the Programme,
 - 3.3. ensuring public relations with the media on regional and local levels,
 - 3.4. supporting the communication activities of the Joint Secretariat, e.g. by contributing to the updating of the Programme website and newsletter as well as by sharing relevant information (e.g. about events and project results in the regions) with the Joint Secretariat,
 - 3.5. contributing to the capitalisation activities of the Joint Secretariat, e.g. by identifying and recording good practices and project results achieved in the regions, by facilitating the cross-project dissemination of results at regional level and by identifying potential target groups for the capitalisation process at Programme level,
 - 3.6. helping the Joint Secretariat in organising Programme dissemination events and good practice fairs.
4. To carry out other tasks assigned by the director of the Agency.

V. RIGHTS

The Communication and project manager is entitled to:

1. Receive all information from the Agency necessary to carry out the tasks and the orders of the director of the Agency.
2. Have access to information on any amendments to the legal acts.
3. Obtain and use all means available for the efficient performance of the duties.
4. Raise the level of professional skills through participation in trainings approved by the director of the Agency.
5. Prepare recommendations and express his/her opinion regarding improvement of the assigned tasks.

VI. LIABILITY

The Information and project manager is liable for:

1. Inefficient or negligent performance of duties in accordance with the valid Labour Code of the Republic of Lithuania.

2. Misuse of official powers in the self-interested purposes.
3. Disclosure of confidential information.
4. Violation of laws performing his/her work in accordance with the valid Administrative, Criminal and Civil Codes of the Republic of Lithuania.
5. Material damage in accordance with the valid Labour and Civil Codes of the Republic of Lithuania.