



Centre of European Projects is searching for a candidate to:

Joint Technical Secretariat of the Cross-border Cooperation Programme

Poland-Russia 2014-2020

for the position of:

Information Officer

Ref. no.

Number of vacancies: 1

Place of work: Olsztyn, Republic of Poland

The main aim of the CBC Programme Poland-Russia 2014-2020 financed by the European Union is support for the cross-border development processes.

What we offer

Starting as soon as possible, the selected candidate after 3 months of probation period will be offered a full-time contract under the Polish law.

In the light of the overall living costs in Olsztyn/Poland, the selected candidate will be offered a competitive remuneration package, determined individually based on the candidate's qualifications, experience as well as the costs generated by the fact of living abroad (if applicable). Our dynamic international working environment acknowledges performance, teamwork and initiative. At the same time we encourage skills development thorough individually planned training and education schemes.

Examples of the tasks:

1. Cooperation with the institutions from Poland, Russia and the Joint Monitoring Committee, preparation of the decision making process documentation, drafting minutes from the meetings, etc.;
2. Development of the information and promotion plans, as well as preparation and implementation of the activities resulting from the plan;
3. Preparation of the reports on implementation of information and promotion plans for the Joint Monitoring Committee, European Commission and other institutions;
4. Maintaining relations with media regarding the activities of the JTS and the Programme;
5. Management of the Programme website;
6. Development of new information tools for the beneficiaries;
7. Development of projects implementation procedures in terms of information and promotion requirements;
8. Cooperation with JTS Branch Office in Kaliningrad regarding the abovementioned tasks;
9. Representing the Programme and coordination of JTS external activities;
10. Preparation of the meetings of the Joint Monitoring Committee, Joint Task Force, etc.;
11. Providing information for the Programme beneficiaries on promotion activities which are required by the EU law during the project implementation;
12. Preparation and participation in the events connected with preparation and implementation of projects (e.g. trainings, seminars, open days for applicants and beneficiaries, etc.);
13. Monitoring projects implementation progress, in particular regarding information and promotion activities, including verification of the beneficiaries' reports and monitoring visits.

Necessary qualifications:

1. Higher education (preferably in the field of journalism, public relations, international relations or similar);
2. At least 3 years of proven work experience;
3. At least 2 years of work experience in media or public relations and/or in organizing and conducting trainings and promotional events;
4. Very good knowledge of English (spoken and written);
5. Excellent spoken and written Polish;
6. Computer literacy;
7. High interpersonal skills;
8. Graphic skills and aesthetic sensibility, documents design skills,
9. Very good public presentation skills,
10. Travel proof.

Desirable qualifications:

1. At least 2 years of work experience in international programmes/projects, in particular in the field of information and promotion;
2. Knowledge of the specific character of the cross-border cooperation programmes;
3. Knowledge of the Programme document and EU ENI Regulations;
4. Work experience in project assessment and/or monitoring will be an asset;
5. Good knowledge of Russian (spoken and written) will be an asset;
6. Driving licence (B).

Required documents:

Candidates interested in applying for the post should submit the following documents:

1. Curriculum Vitae (CV) in English with the following declaration signed by the candidate:

"I agree for my personal data, contained in the C.V, to be processed for recruitment purposes, in conformity with the Law on Personal Data Protection of 29 August 1997 – Journal of Laws of the Republic of Poland of 2016, item 922). I agree my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Economic Development in Poland, Ministry of Economic Development and Ministry of Foreign Affairs, with their seats in Moscow/Russia".

Applications without the above statement will not be considered.

2. Cover letter in English of no more than two pages, briefly describing the suitability and experience of the candidate for the position in relation to the tasks and qualifications relevant to the post.
3. Copies of documents proving qualifications (proof of education and professional experience).

Applications in English with reference number, included all required documents must be submitted by email: rekrutacja@cpe.gov.pl not later than **18 January 2017**.

Additional information:

Only applications received by the closing date of this vacancy announcement will be eligible for consideration.

We will contact only selected candidates.

Interviews with selected candidates are planned for the **last week of January 2017**.

We do not return the received job applications to the candidates.

The applications of candidates who do not fulfill formal requirements or who are not selected shall be destroyed.

The Centre of European Projects with registered office in Warsaw, Domaniewska 39A, as the administrator of personal data, informs that personal information contained in your CV, cover letter and other documents required in this job advertisement will be processed solely for the purpose of carrying out the recruitment process. Data submission is voluntary. You have the right to access your personal data and correct them.

For further questions or information please contact Justyna Byczek, e-mail address: justyna.byczek@cpe.gov.pl