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**TERMS OF REFERENCE FOR THE SELECTION OF THE JOINT TECHNICAL SECRETARIAT
(JTS) STAFF**

**JOINT OPERATIONAL PROGRAMME
"BLACK SEA 2007-2013"**



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HEAD OF JTS

The **Head of JTS** bears the overall responsibility for the work of the JTS. He/she ensures that all the tasks delegated by the JMA to the JTS are completed in due time and the performance of the JTS staff is of high quality, and supervises that the work of JTS is in line with all relevant regulations and JOP Black Sea 2007-2013 procedures.

► Tasks

- Responsible for the daily work of the JTS and its staff;
- Responsible for supporting the JMA in the operational and financial implementation of the programme;
- Responsible for the coordination of the preparation of calls for proposals (in cooperation with the JMA and JMC members);
- Responsible for the coordination and participation to the preparation, continuous evaluation and update of the Applicants' Package;
- Responsible for programme marketing and public relations (coordination of events, forums, seminars, conferences etc);
- Responsible for the preparation of thematic reports on progress of the projects achieved;
- Responsible for the coordination of elaboration of programme's annual implementation report;
- Responsible for the preparation of statistics and monitoring figures at Programme level for the Joint Monitoring Committee, the European Commission, and for the implementation of their respective recommendations;
- Responsible for the updated flow of information among the NIPs.

► Profile

Employment criteria

- Be citizen of one of the EU - EEA (European Economic Area) - ENPI - IPA countries**
- University degree (European studies, regional development, spatial planning, public administration, engineering, architecture and urban planning, economics, law or other relevant degrees);**
- Relevant experience for at least 3 years in the management of cross border cooperation EU funded programmes, (such as programming, implementation, monitoring), preferably Structural Funds, INTERREG, Pre-Accession Funds;**
- At least 5 years of experience in team leading;**



EUROPEAN UNION



- ❑ **Fluent in spoken and written English and in one language of the programme area (more is an advantage);**

► **Assets**

- Good understanding and knowledge of the programme area;
- Knowledge of cross-border cooperation;
- Experience in and ambition to work in an international environment with different administrative traditions;
- Able to propose solutions for administrative procedures related to programme and project management;
- Experience in delivering presentations - both formal and informal - on a regular basis to diverse groups;
- Very good computer skills: MS Office, Internet;
- Analytical thinking;
- Negotiation skills;
- Self confidence;
- Organising ability;
- Willingness to travel.

PROJECT MANAGER

The **Project Manager** is responsible for projects development, applications development, assessment procedure, project monitoring, project changes and project closure.

► **Tasks**

- Responsible for providing support to project preparation and application (participation to info days, workshops, helpdesk to potential applicants during the application phase);
- Responsible for the preparation, continuous evaluation and update of the Applicants' Pack;
- Responsible for participating in the assessment of applications;
- Responsible for project monitoring, project changes and project closure;
- Responsible for providing support to Beneficiaries in the use of PRAG rules on secondary procurement;
- Responsible for monitoring site-visits necessary to check projects' progress towards their objectives;
- Responsible to act as advisor for the selected projects and beneficiaries;
- Responsible for participating at project seminars, conferences and other events;
- Responsible for contributing to Beneficiaries' seminars concerning technical matters;



EUROPEAN UNION



- Responsible for preparing statistics and monitoring figures at project level considering programme's indicators;
- Responsible for the elaboration of the annual implementation report to be submitted to the Joint Managing Authority, Joint Monitoring Committee, and the European Commission;
- Responsible for preparing thematic reports on progress projects achieved;
- Responsible for introducing data related to the projects in the monitoring system of the programme.

► **Profile**

Employment criteria

- ❑ Be citizen of one of the EU - EEA (European Economic Area) - ENPI - IPA countries
- ❑ University degree (European studies, regional development, political sciences, law, engineering, architecture and urban planning, economics, public administration, other);
- ❑ At least 3 years of experience in EU financed projects'/ projects' management and implementation, preferably in cross border cooperation EU programs;
- ❑ Fluent in spoken and written English and in one language of the programme area (more is an advantage);

► **Assets**

- Good understanding and knowledge of the programme area;
- Knowledge of cross-border cooperation;
- Experience in and ambition to work in an international environment with different administrative traditions;
- Able to propose solutions for improving project management;
- Very good computer skills: MS Office, Internet;
- Creative and problem-solving oriented, interested in new learning experiences;
- Communicative, open minded, and a good team worker;
- Well organized, able to self manage and prioritize his/her tasks;
- Willingness to travel.

FINANCIAL MANAGER

The **Financial and Technical Assistance Officer** will be responsible for managing programme finances including Technical Assistance, as well as for JTS staff and office administration.

► **Tasks**

- Responsible for supporting applicants and project partners by providing advice and information on contracting, implementation, reporting , eligibility of expenditure and budgetary issues;



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- Responsible for participating in the assessment of applications;
- Continuous monitoring of project implementation (e.g. by reviewing and analysing financial and progress reports), providing solutions to practical problems (advise Beneficiaries if financial progress is off-schedule, if budget reallocations or modifications become necessary, etc).
- Responsible for verifying and reviewing financial reports submitted by all projects with the payment claims;
- Management and follow-up of Technical Assistance budget;
- Participate in the development of the audit trail as well as financial implementation guidelines (e.g. definition of internal rules for the review of financial progress);
- Keeps evidence of the amounts unduly paid to be recovered;
- Responsible for introducing relevant data into the programme monitoring system, in order to allow financial monitoring at programme level;
- Responsible for the elaboration of the financial section of the annual implementation report to be submitted to the Joint Managing Authority, Joint Monitoring Committee, and the European Commission;
- Responsible for the development of procedures and manuals for financial project management;
- Responsible for the proper execution of the financing contracts concluded between JTS and the JMA.

► *Profile*

Employment criteria

- Be citizen of one of the EU - EEA (European Economic Area) - ENPI - IPA countries
- University degree (economics or similar field)
- At least 3 years of experience in the financial management of cross border cooperation EU funded projects (preferably Structural Funds, INTERREG, Pre-Accession Funds for CBC)
- Fluent in spoken and written English and in one language of the programme area (more is an advantage);

► *Assets*

- Good understanding and knowledge of the programme area;
- Knowledge of basic accounting procedures and regulations of the country hosting JMA;
- Good knowledge of financial project management;
- Knowledge of EU regulations on financial management (esp. of eligibility issues), including legal settings, as well as audit and control requirements;
- Experience in and ambition to work in an international environment with different administrative traditions;



EUROPEAN UNION



- Able to propose solutions for cross border administrative procedures related to financial project management;
- Very good computer skills: MS Office, Internet;
- Creative and problem-solving oriented, interested in new learning experiences;
- Communicative, open minded, and a good team worker;
- Well organized, able to self manage and prioritize his/her tasks;
- Attention to detail and accuracy;
- Willingness to travel.

INFORMATION AND COMMUNICATION MANAGER

The information and communication officer is responsible for the efficient implementation of information and communication activities of the programme, providing advice on visibility and communication related requirements to potential applicants and project partners and ensuring smooth working of all IT applications, databases and programmes used by JTS staff in monitoring JOP Black Sea 2007-2013.

► Tasks

- Responsible for the implementation of Information and Communication activities delegated to the JTS;
- Responsible for proposing information and publicity measures to be carried out and the means of communication used;
- Responsible for proposing amendments to the communication plan;
- Responsible for providing support and advice to JOP project potential applicants during the application phase (e.g. on appropriate partnerships, technical and financial issues);
- Responsible for planning, organization and participation to info days, workshops, seminars and conferences as appropriate;
- Responsible for updating the Programme web site, and development of promotion and information materials(newsletter, programme flyers, project books etc);
- Responsible for informing the Participating Countries on the updates of the programme web site, and sharing the relevant documents to be published in the PCs;
- Responsible for drafting and coordinating the launch of public call for proposals;
- Responsible for maintaining relations with selected service providers (day-to-day co-operation with regard to the progress of contracted tasks);
- Responsible for providing advise to the Beneficiaries and other programme actors on opportunities and obligations for visibility measures;
- Responsible for preparing statistics and monitor figures regarding the implementation of the information and communication plan at the JTS level for the Joint Managing Authority;



EUROPEAN UNION



- Responsible for preparing quarterly reports for the JMA regarding the communication activities carried out and those scheduled for the next three months;
- Responsible for providing information to the annual report regarding information and publicity measures carried out by the JTS (including branch offices) and beneficiaries;
- Responsible for providing information to the final implementation report regarding the results of the info and publicity measures in terms of visibility and awareness and achievements;
- Responsible for press and media contacts;
- Responsible for ensuring that all publications or operations realized by the JTS are in compliance with the EU-regulations;
- Responsible for ensuring the proofreading of the communication-related documentation;
- Responsible for the management of Database according to the needs of the users in the JTS;
- Responsible for ensuring the proper functioning of JOP's applications (electronic registration, databases, IT monitoring system, MIS-ETC and others).

► **Profile**

Employment criteria

- Be citizen of one of the EU - EEA (European Economic Area) - ENPI - IPA countries**
- University degree (communication and public relations, law, European studies, regional development, political sciences, economics, public administration)**
- At least 2 years of experience in EU financed projects'/programs' management and implementation, preferably in cross border cooperation EU programs (experience with information and communication activities in the context of cross border cooperation EU programs represents an advantage)**
- Fluent in spoken and written English and in one language of the programme area (more is an advantage);**

► **Assets**

- Good understanding and knowledge of the programme area and programme requirements;
- Experience in and ambition to work in an international environment;
- Good computer skills: MS Office, Internet;
- Creative and problem-solving oriented, interested in new learning experiences;
- Communicative, open minded, and a good team worker;
- Willingness to travel.