

POSITION: COMMUNICATION OFFICER WITHIN THE PROGRAMME JS

ANNEX 1 – ROLE AND MAIN TASKS, ADMISSIBILITY REQUIREMENTS AND EVALUATION CRITERIA

JOB POSITION

Communication Officer within the Programme JS of the Interreg IPA II CBC Programme “Italy, Albania, Montenegro” 2014/2020

ROLE AND MAIN TASKS

According to Article 23 of Regulation (EU) No 1299/2013, the Joint Secretariat shall assist the Managing authority and the Monitoring Committee in carrying out their respective functions. The Joint Secretariat shall also promote the Programme, disseminate its results at the adequate level, provide information to potential beneficiaries about funding opportunities under the Cooperation Programme and shall assist beneficiaries in the implementation of operations.

The main functions of the **Communication Officer within the JS** are to coordinate, manage and supervise the overall communication, promotion and dissemination activities of the Programme, under the coordination of the JS Coordinator, the MA, and where the case, with the collaboration of the National Info Points foreseen in Albania and Montenegro.

Specifically, according to Articles 115-117 of Regulation (EU) n. 1303 and its Annex XII, and Art.42 (4) of Regulation (EU) n. 447/2014, he/she:

- develops the Communication Strategy of the Programme, in line with the overall Programme strategy;
- updates, implements and evaluates the Communication Strategy of the Programme, in relation and coordination with concerned Programme actors;
- ensures the visibility of the Programme towards the potential beneficiaries and the various stakeholders, in a targeted and thematic approach;
- develops the communication guidelines for the benefit of project initiatives and related beneficiaries, supporting them and their activities in dissemination of information of projects and providing them with capacity building dedicated sessions;
- collects, organizes, edits and disseminates the information on the Programme, its activities, milestones and its funded projects;
- participates in possible networks of communication experts of EU co-funded Programmes
- ensures the management of the communication agency, selected through public procedures, in charge of the operational implementation of the communication activities and tools;
- supports the development of the Programme communication tools, either hard paper and ICT ones (publications, articles, newsletters, others);
- manages the Programme web portal's contents, ensuring coordination with web and software developers;
- ensures the Programme visibility through an attentive choice of the communication channels;
- ensures the organization of the Programme events, either local, national and international ones;
- is responsible of all Programme relations with the media, and ensures the Programme visibility on traditional and new media (press office responsibility);
- contributes to the promotion and representation of the Programme and its projects within external events in various Countries;
- supports the JS staff in the administrative procedures concerning communication matters;
- supports the MA and JS staff in reporting to the MC and the European Commission bodies, with reference to the communication issues.

ADMISSIBILITY REQUIREMENTS

The admissibility requirements comprise a set of requirements, which the applicant has to fulfill in order to be eligible for the specific selection procedure. Failure to comply with one or more of the admissibility criteria will result in disqualification of the concerned applicant.

In order to participate to the selection procedure, the applicant must comply with what foreseen in the “Art.6 – Submission of the application dossier” of the Public vacancy notice.

Additionally, the applicant must:

- have a valid and recognized University degree of at least four years;¹
- have at least **3 years of experience** in communication management of EU funded Projects / Programmes.

The applicant, at the application stage, self-declares the possession of an excellent command in the English language (C1 level or equivalent) and at least a basic knowledge of the Italian language.

EVALUATION OF TITLES AND EXPERIENCES ON THE BASIS OF THE CV

Only candidates fulfilling the admissibility requirements will be admitted to the evaluation of titles and experiences based on the CV.

EDUCATION	MAX SCORE
Post-graduate career: Ph.D. and masters, respectively of at least 3 years and 1 year duration	5
PROFESSIONAL EXPERIENCES	
Work experience in the management of communication and promotion activities of Programmes and Projects funded by EU, national and regional funds.	35
MAX TOTAL	40 points

Please note that the periods of possible overlapping between more than one professional positions are counted only once.

TECHNICAL AND BEHAVIORAL INTERVIEW

Only candidates fulfilling the admissibility requirements will be admitted to the technical and behavioral interview.

The interview, with a max score of **60 points**, will focus on:

- understanding of the EU institutional framework where he/she will operate;

¹ If a degree is not obtained in EU, it should be officially recognized by the Italian Consulate with a Declaration of value. This document has to be provided only by the selected candidate prior to the contract signature.

- knowledge of EU Macroregional Strategies and specific knowledge of EUSAIR;
- knowledge of the EU Regulative Framework, with specific reference to Cooperation Programmes communication issues;
- communication and public relation skills;
- network of media contacts (level of media penetration capacity);
- knowledge of the new media and social networks;
- events organizational competences;
- text drafting skills in both English and Italian languages;
- capacity of targets analysis and development of targeted communication strategies;
- independent attitude combined with co-operative working approach;
- websites contents management capacity;
- press office management capacities;
- problem solving attitude;
- experience in multicultural and international environments;
- English language command;
- Knowledge of Italian, and/or Albanian and/or Montenegrin languages.
- Computer skills (MS Office including Excel, PowerPoint - or Open Office equivalent-, database and project management IT tools and Internet).