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VACANCY NOTICE

Information Specialist in Belarus (Minsk) of the Joint Technical Secretariat

The Public Establishment Joint Technical Secretariat (further referred to as JTS), with the office in Vilnius, responsible for providing technical assistance to the EU funded 2014-2020 Latvia, Lithuania and Belarus Cross-border Cooperation Programme within the European Neighbourhood Instrument (further referred to as the Programme)

seeks an employee, to fill the position of the Information Specialist in Belarus (Minsk) of the JTS.

The Information Specialist will become the employee of the JTS, which is based in Vilnius. The Information Specialist will be permanently placed in Minsk. He/she will have to regularly travel from his/her office in Minsk to Grodno, Vitebsk, Mogilev and Minsk Oblasts.

Estimated starting time is January 2017. This is a full time position until the end of 2017. The probation period of 3 months will be applied. Extension of the contract till the end of 2020 may be possible subject to efficient performance.

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The main functions of the Information Specialist will be related, but not limited to ensuring successful implementation of the Programme in Belarus, which includes but is not limited to providing assistance to potential applicants and beneficiaries in Vitebsk, Grodno, Minsk and Mogilev Oblasts and the city of Minsk what regards the Programme.

The closing date for applications is the 8th of December 2016. The interviews are planned to be held in the on 14th of December 2016 in Minsk. They will include a job interview in English, Russian and Belarusian and a practical exercise.

BACKGROUND INFORMATION

Employing Authority

Public Establishment Joint Technical Secretariat, based in Vilnius.



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Programme

The European Neighbourhood Instrument was established by the Regulation (EU) No 232/2014 of the European Parliament and of the Council of 11 March 2014 establishing a European Neighbourhood Instrument (hereinafter – Regulation (EU) No 232/2014). It succeeds the European Neighbourhood and Partnership Instrument of the 2007-2013 period.

The Joint Operational Programme of the 2014-2020 Latvia, Lithuania and Belarus Cross-border Cooperation Programme within the European Neighbourhood Instrument was adopted by the EC on the 17th of December 2015. Its main provisions can be found on the website www.eni-cbc.eu/llb.

Organisational structure

The implementing bodies of the programme are: the Joint Monitoring Committee, the Managing Authority (Ministry of the Interior of the Republic of Lithuania), the National Authority in Belarus (Ministry of Foreign Affairs of the Republic of Belarus and the EU International Technical Assistance Centre in the Republic of Belarus), the National Authority in Latvia (Ministry of Environmental Protection and Regional Development) and the JTS. The JTS is established by the Ministry of the Interior of the Republic of Lithuania.

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Information Specialist

Activities of the Information Specialist in Belarus (Minsk) are aimed at ensuring efficient and comprehensive assistance to potential applicants and beneficiaries of the Programme, mainly focusing on the eligible territories in Belarus: Vitebsk, Grodno, Minsk and Mogilev Oblasts and the city of Minsk, as well as assisting the JTS in implementation of the Programme.

The Information Specialist is directly responsible to the JTS in Vilnius. Also, the Information Specialist assists the National Authority and the EU International Technical Assistance Centre in Belarus what regards the implementation of the programmes and working with adequate information.



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JOB DESCRIPTION

Tasks of the Information Specialist

While performing her/his duties the Information Specialist in Belarus will have to:

- carry out assignments set forth in the Rules of Procedure of the JTS;
- contribute actively to the JTS activities in informing Belarusian potential applicants about funding possibilities, the priorities and the requirements of the Programme;
- help the Belarusian potential applicants in finding relevant project partners in Latvia and/or Lithuania and help potential applicants from these countries in finding relevant partners in Belarus;
- contribute actively to the JTS activities in advising Belarusian beneficiaries and project partners about proper implementation of the projects and reporting, including pre-check of the prepared project reports and requests for changes;
- assist the Belarusian beneficiaries and partners in preparation of final project reports within the Programme; participate in checks on the spot of Belarusian partners performed by the JTS and carry visits to the project sites/ events to the Belarusian project partners and beneficiaries to check the progress of the projects and to help to solve problematic issues.
- support the JTS in preparation of procedures and documents related to the implementation of the Programme;
- support Belarusian beneficiaries of Large Infrastructure Projects approved within the Programme in the preparation of the application form and other relevant documents before submission of the documents to the relevant authorities;
- provide information and consultations to the Belarusian potential applicants, which will be planning to take part in the Calls for Proposals of the Programme;
- proactively assist the Belarusian National Authority and the EU International Technical Assistance Centre in Belarus in their tasks related to the implementation of the Programme;
- contribute actively to the JTS activities in organising events, meetings and media campaigns in Belarus and, when necessary, other countries;
- translate and interpret from/to Russian and from/to Belarusian to/from English when needed;
- collect the information necessary for the monitoring of the projects implemented in Belarus and for presenting the results of the projects in public and in front of public bodies;
- contribute to the JTS activities in conducting other tasks under the provisions of the Programme and the Communication Plan of the Programme;
- cooperate with national institutions (Managing Authority, National Authority, EU International Technical Assistance Centre in Belarus), organisations implementing other European Neighbourhood and Partnership Instrument and European Neighbourhood Instrument programmes, and institutions of the European Union;
- contribute to preparation and implementation of Communication Plan of the Programme;
- contribute to the preparation of information for and administration of the website of the Programme;



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- prepare and submit reports on activities performed to the JTS, contribute to preparation of reports to the Managing Authority, Joint Monitoring Committee, European Commission;
- perform public procurement procedures if needed;
- carry out other tasks assigned by the Director of the JTS.

Qualifications and skills

- University degree in the field of communication, public relations, journalism, public administration, business administration or other relevant field.
- Good command both of written and oral Russian and English languages; knowledge of Latvian and/or Lithuanian would be an advantage
- Good knowledge of EU legislation (relevant EU Regulations and other legal acts) related to use of the Programme funds, requirements on visibility and information and procurement procedures to be applied.
- Good knowledge of the main Programme documents and the Programme area.
- Good knowledge of relevant Belarusian legislation and ability to use it in practice. Knowledge of national requirements on construction documentation would be an advantage.
- Good knowledge of relevant regional development strategies and priorities.
- Not less than 3 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 is treated as advantage.
- Good organisational, administrative and communication skills.
- Ability to plan and organise work independently, to work in an international team and in multicultural environment.
- Good public writing and presentation skills.
- Ability to manage information, to file it, systemise, make conclusions.
- Computer literacy (MS Office Pro, Internet).

Also, the candidate must be travel proof and preferably have the driving license.

Remuneration

The person shall receive a competitive salary corresponding to his/her qualification and skills.

SELECTION PROCEDURE

Submitting applications

The candidates applying for the position of the Information Specialist in Belarus (Minsk) of the



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JTS, must submit the following documents:

- CV in English
- CV in Russian
- Motivation letter in English
- Motivation letter in Russian

The documents must be sent to the e-mail: info@enpi-cbc.eu before the 8th of December 2016.

The JTS will acknowledge the receipt of all the e-mails within 1 working day.

Interviews and selection

Basing on the application documents submitted, up to five successful candidates will be invited for an interview in Minsk, which will be organised on the 14th of December 2016.

The interviews will be held in English and Russian. Candidates will also be given a practical exercise.

The successful candidate will be selected after the interviews. If he/she refuses to occupy the vacant position, the second best and, subsequently the third best candidate may be offered the job.

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Additional information

Please, address your questions to the communication officer of the JTS Giedrius Surplys:

Tel. +370 5 261 3809

Mob. +370 614 32124

E-mail: giedrius.surplys@enpi-cbc.eu.