

## **Programme and communication manager**

### **RESPONSIBILITIES/TASKS**

#### **1. Programme Promotion**

- Monitor and amend if necessary the information and communication plan of the Programme and safeguard its implementation by means of:
  - coordinating the implementation of the Programme corporate identity;
  - co-ordinating the design, and updating the Programme website (incl. writing articles, newsletters);
  - organisation of events (conferences, workshops, seminars, etc.) with the support of external service providers, as applicable;
  - drafting the content and coordinating the design of promotional materials;
  - proof-reading programme-related documentation;
  - drafting and coordinating the launch of public call for tenders;
  - maintaining relations with selected service providers (day-to-day co-operation with regard to the progress of contracted tasks).

#### **2. Programme Implementation**

- Coordinate the preparation of calls for proposals (in line with the decisions of the Joint Monitoring and Steering Committee), prepare and continuously evaluate and update the application packages;
- Liaise with MA/NA and JTS antenna as appropriate;
- Fulfil secretariat tasks for the Joint Monitoring and Steering Committee (prepare relevant material for decision-making, providing information);
- Prepare reports on progress of implementation of the communication plan (e.g. input to the Annual implementation reports);
- Provide information to the Programme monitoring system;
- Participation in the development of implementation guidelines and information materials.

#### **3. Project Development**

- Assistance to individual applicants in the development of their project, with special regard to project visibility requirements;
- Participation and holding presentations at project development events.

#### **4. Project Assessment**

- Manage the project application process;
- Coordinate and participate in the project selection and evaluation procedure.

## **5. Project Implementation**

- Manage contracting with Lead Beneficiaries;
- Assist Lead Beneficiaries throughout project implementation: acting as advisor for the selected projects;
- Collect and review progress and financial reports elaborated by Lead Beneficiaries and advise them if progress is not on schedule;
- Continuous monitoring of smooth project implementation, provide solutions to practical problems (e.g. public procurement, content modifications);
- Provide guidance to projects on fulfilling visibility requirements.

## **BASIC REQUIREMENTS**

- Relevant university degree (preferably in communication, MA in English language and literature, MA in international relations or European studies, economics or related field);
- At least 2 years of experience in information and communication activities (preferably in the context of Structural Funds, EU programme/or international project management);
- Fluent in spoken and written English, as well as in Serbian and/or Hungarian;
- Computer literacy;
- Flexible approach to work; willingness to travel;
- Driving license;
- Excellent managerial, negotiation skills and organising ability;
- Excellent communication and drafting skills; capacity to convey information in an informative, accurate and appealing way.

## **ASSETS**

- Academic writing skills in English;
- Experience in EU funded programme or project management (preferably Structural Funds, INTERREG, Pre-Accession Funds);
- Good team player with capacity to work in a multicultural environment;
- Good understanding and knowledge of the programme area;
- Ability to take personal responsibility for delivery of high quality results to tight deadlines.