

PROGRAMME MANAGEMENT AND COMMUNICATION OFFICER

Job Description

1. Employer

National Authority - Ministry of Foreign Affairs, Directorate for EU Affairs of the Republic of Türkiye

2. Administrative Unit

Interreg IPA Bulgaria – Türkiye CBC Programme National Authority

3. Job Title, Occupational Classification Code

NA - Programme Management and Communication Officer

4. Subordination

National Authority

5. Objective

As a part of the NA staff, the expert will be responsible for the general programming efforts and daily management, overall implementation and closure of the Interreg IPA Bulgaria-Türkiye Cross-border Programme, including preparations for the calls for proposals, assessment (administrative and eligibility check and/or secretary of Assessment Working Group) of project proposals, information and publicity events in the Programme area, training activities, organization of MC and Strategy Board Meetings. He/she is also responsible for providing support on content related issues to the project beneficiaries.

6. Duties:

- ✓ to participate in preparation and update (if necessary) of the Application Package (in cooperation with the MA, NA, JS, MC, and Strategy Board);
- ✓ to provide support to potential beneficiaries during the application phase on composition of appropriate partnerships, content and budgetary issues;
- ✓ to participate in the project evaluation procedure (administrative and eligibility check) of applications;
- ✓ to contribute to the work of the assessors and controllers as appropriate;
- ✓ to provide support to the implementation of funded projects;
- ✓ to conduct on-the-spot visits of projects;
- ✓ to prepare statistical analyses and monitor data regarding the implementation of the Programme for the National Authority;;
- ✓ to prepare reports on the progress achieved by projects;
- ✓ to report irregularities (if any);
- ✓ to perform cross-check of verified expenditures;
- ✓ to develop, together with other members of the JS team, a plan to disseminate the results achieved by projects, involving the relevant stakeholders and actors;
- ✓ to monitor projects' web-sites; collect, summarize and communicate project and programme achievements as well as good practices in cooperation with the Programme Experts;
- ✓ to contribute to the development of methodological, thematic studies and dossiers;

- ✓ to participate and contribute to project seminars and conferences as appropriate;
- ✓ to arrange and coordinate events such as Interreg day, info days, partnership forums for project beneficiaries from Bulgaria and Türkiye, meetings of the Monitoring Committee and Strategy Board of the Programme, project implementation trainings, and other relevant meetings in the Programme Area;
- ✓ to conduct necessary service and supply procurements,
- ✓ to be actively involved in the implementation of other Programme support activities like partner-search events or forums;
- ✓ to contribute to the Programme web-site, elaboration of promotional materials and other publications;
- ✓ to fulfil other tasks related to the job assigned by NA.

7. Authority / Competence:

- ✓ to become acquainted with legal and administrative orders related to the functioning of the National Authority;
- ✓ to correspond on matters related to tasks;
- ✓ to participate in training activities;
- ✓ to participate in various committees, task forces, working groups, etc., when necessary;
- ✓ to carry out information and consultation activities;
- ✓ to request and receive information and documents from institutions co-operating with the JS;
- ✓ to be supplied with the necessary technical equipment, office logistics, stationery and information.

8. Required Qualifications:

- ✓ university degree in law, economics, finance, public administration, political sciences, regional planning, architecture, engineering, linguistics, education or other relevant university degree;
- ✓ general professional experience – minimum two years;
- ✓ advisory and presentation skills;
- ✓ fluent in English and Turkish in speaking and writing;
- ✓ excellent computer skills;
- ✓ ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- ✓ personal characteristics such as excellent communication, ability to establish and maintain effective working and team relations.

9. Assets:

- ✓ work experience programme/project management – minimum one years
- ✓ good understanding and knowledge of the programme area;
- ✓ designing and implementing communication and social media strategies
- ✓ experience in EU funded programme/s or project management;
- ✓ familiar with the EU and national regulations concerning cross-border cooperation programmes;
- ✓ knowledge and experience in using and managing databases;
- ✓ ability to propose solutions for administrative procedures related to project management.

10. Responsibilities:

- ✓ responsible for effective, efficient, timely and qualitative fulfilment of the assigned tasks;
- ✓ responsible for providing timely and accurate information;
- ✓ responsible for safe operation and maintenance of the equipment and other resources entrusted by the employer.