

ROLE

Project evaluation and monitoring officer

RESPONSIBILITY

Provide assistance to operators in the development of project proposals, guarantee an efficient evaluation process, monitor project operators in the management of approved projects

TASKS

- To centralise and register the project proposals and check their eligibility
- To supervise the evaluation of project proposals, in relation with the national authorities and possible external experts
- to summarise the evaluation results and prepare documentation for the Monitoring Committee and Selection Committee meetings
- to support the MA in drawing up contracts with Lead Partners
- to help the Lead Partners in their management efforts to assure good management of projects
- to receive and archive project documents
- to develop supporting and guidance documents for sound project management
- to check the project progress reports
- To follow the development of Community rules and regulations
- To organise training sessions for Lead Partners
- To help Lead Partners in queries about the Community rules
- To contribute to drawing up annual and final reports of the programme
- To guarantee the registering of project information in the Computerised Management System
- to prepare transnational meetings
- Frequent travel in other countries (Committees, internal project meetings etc)

COMPETENCES REQUIRED

- Higher university degree
- Ability to work in a team
- Stress tolerance and ability to work under pressure
- Facility in relations and in written and oral expression
- Polyvalent skills and flexibility
- Solid professional experience (at least 5 years) in evaluating and managing projects
- Solid knowledge of Community Regulations, in particular in the domain of Structural Funds and of the legislation in the Member States of the programme
- good intrapersonal skills for the participation in international working groups
- excellent computer skills
- Language skills : excellent French and English required. A good level in at least one other language of the programme area

<p>ROLE</p> <p>Assistant</p>
<p>RESPONSIBILITY</p> <p>Everyday management of activities of the JTS</p>
<p>TASKS</p> <ul style="list-style-type: none"> <input type="checkbox"/> to help other JTS members in management of daily activities <input type="checkbox"/> to prepare arrangements and provide secretarial assistance for transnational meetings <input type="checkbox"/> to manage logistics and production of documentation <input type="checkbox"/> Desk officer of the JTS <input type="checkbox"/> To contribute to activity reporting of the JTS to the MA <input type="checkbox"/> To manage the timetables and agenda of the JTS in agreement with the coordinator <input type="checkbox"/> to manage operational activities of the JTS: travel plans, seminars, project meetings etc <input type="checkbox"/> to plan absence and holidays of staff in collaboration with the JTS coordinator <input type="checkbox"/> To write official correspondence of the JTS, provide information on the telephone, maintain contacts with outside service providers, archive documents etc
<p>COMPÉTENCES REQUIRED</p> <p>Higher diploma preferably in languages</p> <ul style="list-style-type: none"> ▪ Ability to work in a team ▪ Facility in relations and in written and oral expression ▪ Flexibility and availability ▪ Solid experience (at least 5 years) of working in a secretariat and assistance in a multicultural or international context, preferably in the framework of Structural Funds or EU programming ▪ Excellent computer and office management skills ▪ Languages : perfect level of French and English, competence in another programme language

ROLE

Communication officer

RESPONSIBILITY

Contribute to the implementation of the communication plan of the programme ; in particular information diffusion, capitalisation and dissemination of results. Assure the visibility of the MED programme at European level

TASKS

- To implement the communication plan of the programme, with respect to the relevant Community Regulations
- to develop communication tools for the programme
- to coordinate the production of communication tools of the programme (newsletter, brochures, project guidebooks..)
- to update and disseminate information and the results of the programme, both internally and externally
- To help final beneficiaries with communication and publicity
- to participate in organising events and producing publicity materials etc of the programme
- to establish a link for information exchange and dissemination between MED and other territorial cooperation programmes
- to contribute to the monthly activity reports to the MA
- to help to draw up annual reports and final report of the programme
- to prepare transnational programme meetings
- frequent travel in other countries (Committees, internal project meetings etc)

COMPETENCES REQUIRED

- Higher university degree, preferably with a relevant postgraduate qualification
- Capacity of team work
- Ability to work in a team
- Stress tolerance and ability to work under pressure
- Excellent written and oral communication skills
- good intrapersonal skills for the participation in international working groups
- Experience of at least five years in communication, edition and publicity sectors
- Professional experience of in communication in the public sector, in an international context
- Solid knowledge of Community Regulations concerning Structural Funds and especially communication and publicity matters
- Excellent computer and editing skills
- Journalistic or editing experience in the sector is positively considered
- Language skills : excellent French and English required. A good level in at least one other language of the programme area