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| **The Cross-border Cooperation Programme Interreg Poland – Slovakia**  is looking for a reliable, committed and creative **Information & Communication Officer** to join  **the Programme team in Kraków**  **Reference: JTS PL-SK/1/2019** |

Number of vacancies: 1-2

Place of work: Krakow, Republic of Poland

**The Interreg V-A Poland-Slovak Republic 2014-2020 in a nutshell**

The Interreg V-A Poland – Slovakia 2014-2020 is one of the “Cross Border” programmes implemented under the European Territorial Cooperation. It aims at supporting the development of the border region between Poland and Slovakia and at helping to intensify the cross-border cooperation in the area of: (1) preserving and protecting the natural and cultural heritage, (2) promoting sustainable transport and removing bottlenecks in key network infrastructures and (3) investing in education, training and vocational training for skills and lifelong learning. To learn more please visit [www.plsk.eu](http://www.plsk.eu).

**Working in an international environment – the Joint Technical Secretariat in Krakow, Poland**

Located in Krakow, the historic royal city in the south of Poland, the Joint Technical Secretariat (JTS) is responsible for the day-to-day management of the Programme, assessing the project applications submitted for financing, as well as monitoring the implementation of the Programme. The JTS provides assistance to Polish and Slovak beneficiaries implementing the joint projects and also promotes the Programme and disseminates information about its results.

**Who we are looking for**

The JTS is looking for reliable, committed and open-minded person, enthusiastic to work in a small, international environment, willing to contribute to development of the border regions on the Polish-Slovak border and seeking opportunities to develop their careers within the EU founded institutions.

Within the scope of his/her role, the Information & Communication Officer is responsible for the following areas:

1. Advice and guidance to Programme beneficiaries

* providing advice and guidance to project partnerships on the implementation of their communication, dissemination and capitalisation activities, e.g. through dedicated sessions at lead partner seminars, day-to-day advice on the phone
* verifying the compliance of projects with the publicity requirements of the Programme,

2. Programme and external events

* managing organisation of the Programme's annual events, which includes designing the plan and agenda of the event and specifying the requirements and conditions for commissioning the service of event organisation to external companies through public procurement,
* organising conferences, workshops, meetings, trainings for potential applicants, dissemination events and good practice fairs for beneficiaries or institutions involved in the implementation of the Programme, which includes designing the plan and agenda of the event and specifying the requirements and conditions for commissioning the service through public procurement,
* moderating or co-moderating role at different events organised by the Programme, and representing the Programme at relevant external events,
* developing information materials, and programme’s promotional materials,

3. External communication – website and social media

* managing the layout design, editorial development and dissemination of publications and promotion materials (e.g. brochures, publications, videos, etc.),
* developing and maintenance of the Programme website and management of South Baltic's presence in social media (i.e. Facebook, Twitter, YouTube).

4. External communication – media, external partners and the general public

* cooperation with media,
* preparation of news releases,
* preparation of regular Programme newsletter,
* close cooperation and joint organisation of information, promotion, communication and dissemination activities with other Interreg programmes and other financial instruments of EU.

5. Internal communication

* close cooperation and coordination of the Programme's communication activities presented above with the team of Project Officers at Joint Secretariat, the Managing Authority, the Members of the Monitoring Committee and other key stakeholders,
* support to coordination of the Programme Contact Points network.

6. Communication strategy and plans

* cooperation in strategic planning and coordination tasks including preparation, budgeting and implementation of the annual action plans for the info-promo activities, reporting on the progress to the Monitoring Committee, and if necessary - amendments of the Communication Strategy for the Programme.

**What do we offer**

* Career development within the dynamic and committed team of people willing to improve the lives of Polish and Slovak inhabitants of cross-border areas.
* Work contract under the Polish law with flexible working hours (8 hours /day).
* Competitive remuneration package, determined individually based on the candidate’s qualifications, experience in accordance with the *Polish Regulation of the Minister of Labour and Social Policy dated 30th April 2008, on remuneration conditions and granting other work-related benefits to the employees of selected state budget-financed institutions* (Journal of Laws of the Republic of Poland of 2008, No. 82, item 495, with later amendments) and acknowledging performance, teamwork and initiative;
* Skills development opportunities through individually planned training and education scheme;
* Possibility of participation in the EU initiatives such as Interact and Interreg working groups and trainings;
* Compensation of the costs generated by the fact of living abroad (for foreigners).
* The working environment acknowledges performance, teamwork and initiative, accompanied by an open feedback culture.

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| **I. Essential qualifications:** |

* university degree in relevant field (e.g. journalism, communication, economics, political sciences, public relations, management, marketing),
* professional experience of at least two years in the area of communication, including working with the media and the general public and experience with planning and budgeting communication actions on strategic and operational level,
* creative approach, with an ability to specify requirements in a precise manner for external contractors,
* well-developed communication, presentation and ICT skills (MS Office; ability to work with CMS; good knowledge of social media),
* good command of English language (at least B1),
* ability to work under pressure and meet tight deadlines,
* strong focus on quality, attention to detail;
* good team player, able to work independently on multiple priorities and deliver commitments on time;
* objectives driven.

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| **II. Additional assets:** |

professional experience in the area of promotion of the EU funding programmes and/or financial instruments, dedication and strong motivation for promoting EU cooperation,

ability to coordinate activities involving multiple stakeholders, ability to efficiently work with subcontractors, including software developers,

journalistic / editorial / copywriting background,

skills and experience with layout, illustrations, video production software

experience with drafting public procurement specifications: preferably but not necessarily under Polish public procurement law,

ability to propose solutions and strategies for communication challenges,

commitment to accuracy and reliability as well as the ability to work under stress.

knowledge of the Polish-Slovak cross-border area;

knowledge of Slovak language.

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| **IV. Required documents:** |

1. CV.
2. A cover letter of no more than two pages, briefly describing the suitability of the candidate in relation to the tasks and qualifications relevant to the post;
3. Copies of documents proving education and professional experience.

Applications in English stating the reference number, including all required documents, must be submitted to the Centrum Projektów Europejskich office in Warsaw **by 6th February 2019** by post on the following address:

**Centrum Projektów Europejskich   
ul. Domaniewska 39 A  
02-672 Warszawa**

**or by e-mail to**: [**rekrutacja@cpe.gov.pl**](mailto:rekrutacja@cpe.gov.pl)

**Please send the following statement with the documents:**

*I hereby authorize Centrum Projektów Europejskich with registered seat in Warsaw,* *Domaniewska 39A str. to process my personal data strictly for recruitment purposes in accordance  with the Law on Personal Data Protection of 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection).*

*Furthermore, I declare that I have been informed that:*

*- the administrator of my personal data collected on the basis of this consent is Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str.;*

*- collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion;*

*- I have the right to access my personal data and request their correction or removal;*

*- I was informed that my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Economic Development in Poland and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (the Ministry of Agriculture and Rural Development of the Slovak Republic) in Bratislava.*

**Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered!**

At any time, you can withdraw your consent by contacting us at: [iod@cpe.gov.pl](mailto:iod@cpe.gov.pl)

**The interviews with selected candidates are planned on 12-13 February 2019.**

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| **Additional information:** |

* We would like to inform that institutions involved in the implementation of the Programme i.e.: Ministerstwo Inwestycji i Rozwoju (the Ministry of Investment and Economic Development) in Warsaw, and Ministerstvo pôdohospodárstva a rozvoja vidieka Slovenskej republiky (the Ministry of Agriculture and Rural Development of the Slovak Republic) in Bratislava are also involved in the recruitment process.

• Only applications received by the closing date indicated for this vacancy announcement will be taken into account.

* The selected candidates will be obligated to provide documents confirming university degree and professional experience (translated into Polish).

• Only selected shortlisted candidates will be contacted.

• The submitted application documents will not be returned.

* For any further information please contact. Ms. Justyna Byczek at the following address:

Justyna.Byczek@cpe.gov.pl, cc:dominika.wieczorek@cpe.gov.pl.

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