

INFORMATION MANAGER in Branch Office in Russia
JOB DESCRIPTION

1. Employer

Foundation "Saint-Petersburg foundation for small and medium business development"

2. Administrative Unit

Estonia – Latvia - Russia Joint Technical Secretariat (JTS)

3. Job Title, Occupational Classification Code

Information Manager

4. Subordination

Head of the JTS

5. Objective

To ensure the implementation of Estonia – Latvia – Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument (hereinafter – Programme) in Republic of Latvia, Republic of Estonia and the Russian Federation.

6. Duties

- 6.1. to provide the information on the Programme to the potential applicants according to the Programme's information and publicity plan;
- 6.2. to develop and implement detailed strategy and work plan for ensuring the fulfilment of the Programme's information and publicity measures in accordance with the EU legislation and the Programme documents. This includes, but is not limited to: develop and implementation of the Programme's information and publicity plan, organisation of information events, development and ensuring publications of the information materials, establishing and constantly maintaining the information on the Programme's website;
- 6.3. to prepare and distribute materials of promotional and informational character about the Programme and projects, its progress and results; produce and visualised statistics about the state of implementation of projects and the Programme; develop other printed information materials, e.g. brochures summarising the results of projects, newsletters, etc.;
- 6.4. to update information on the programme website in cooperation with the Information Manager at the JTS Riga Office and other Information Managers in Branch Offices, including the section on frequently asked questions; the maintenance and regular updating the English/ Russian versions of the website, etc.
- 6.5. to draft texts and articles about the Programme and projects, in order to inform stakeholders, media and the general public about the Programme progress and results;
- 6.6. to prepare presentations and multimedia materials and promoting the Programme at public events;
- 6.7. in co-operation with the Project Managers, and Information Manager to build up and maintain the Programme contacts database and ensure regular contacts with beneficiaries, National Authorities in Republic of Latvia, Republic of Estonia and the Russian Federation, other Programmes, relevant media and other organisations relevant to the Programme area;
- 6.8. in cooperation with the Russian counterparts assist with ensuring public relations and awareness of the Programme in wider media in the whole Programme area of Russia;
- 6.9. to translate the Programme related information into the national language or from the national language into English
- 6.10. to organize all necessary practical arrangements for the information events, seminars and other Programme events in Russia;
- 6.11. to provide necessary consultations to potential applicants and beneficiaries;
- 6.12. to receive and safely store the applications submitted to the programme at the respective Branch Office;
- 6.13. to represent Programme in the events organized by other institutions;
- 6.14. to contribute to the reports on the projects and the Programme progress to the Joint Management Authority (JMA), Joint Monitoring Committee (JMC) and the European Commission (EC);
- 6.15. to contribute to updating the information and work plans of the Programme;
- 6.16. to maintain contacts with projects, exploring projects' websites and information related outputs and results, establish access to implemented projects' results and publications

- through the Programme website;
- 6.17. to provide guidance to project partners regarding the publicity and information actions; to maintain online tools for providing guidance to the project applicants / partners;
 - 6.18. to cooperate with Project Managers and Financial Manager on issues linked to project monitoring in their field of competence;
 - 6.19. to monitor fulfilment of publicity requirements by projects and conducting on-the-spot checks;
 - 6.20. to ensure internal information flows inside the JTS, as well as information flows between the JTS and the Joint Managing Authority (JMA), the JMC and relevant services of the EC;
 - 6.21. to participate in the events (on-the -spot visits and others) organized by the project partners in the respective country;
 - 6.22. to provide weekly reports on the tasks carried out in the Branch Office;
 - 6.23. to provide quarterly financial reports on the costs incurred in the respective period;
 - 6.24. to participate in the monthly staff meetings of the JTS.

7. Authority / Competence

- 7.1. to decide on issues in the area of competence;
- 7.2. to become acquainted with legal and administrative orders related to the functioning of the JTS Branch Office;
- 7.3. to correspond on matters related to tasks;
- 7.4. to participate in educational activities and trainings;
- 7.5. to participate in various committees, task forces, working groups etc.;
- 7.6. to represent the JTS in national, regional, local, EU and other institutions;
- 7.7. to organise seminars, conferences and other information events;
- 7.8. to request and receive information and documents from institutions cooperating with the JTS;
- 7.9. to be supplied with the necessary technical equipment, office logistics, stationery and information;
- 7.10. to cooperate with other territorial cooperation programmes.

8. Required Qualification

- 8.1. relevant University Degree;
- 8.2. excellent knowledge of Russian and English languages, both – oral and written, knowledge of Latvian and Estonian will be considered as advantage;
- 8.3. good knowledge of EU regional development policies and relevant legislation, in particular related to European Neighbourhood and Partnership Instrument;
- 8.4. good knowledge about EU (including PRAG) requirements towards publicity and information provisions;
- 8.5. awareness of Baltic Sea Region policies;
- 8.6. excellent writing, communication and presentation skills;
- 8.7. ability to work in multi cultural environment;
- 8.8. computer literacy, basic graphic design skills.

9. Required Experience

- 9.1. minimum one year experience with information and in public relations tasks;
- 9.2. experience with implementation of EU financed projects / programmes;
- 9.3. experience with basic office management and administrative tasks.

10. Cooperation

Cooperation with the JMA, members of the JMC, the National Authorities in Republic of Latvia, Republic of Estonia and the Russian Federation, other ENPI Cross Border Cooperation and European territorial cooperation programmes, potential beneficiaries and beneficiaries, relevant EC services, media etc.

11. Responsibilities

- 11.1. responsible for effective, efficient, timely and qualitative fulfilment of entrusted tasks;
- 11.2. responsible for providing timely and accurate information;
- 11.3. responsible for safe maintenance of equipment and other resources entrusted by the Employer.