Estonia-Latvia-Russia Cross Border Cooperation Programme

within European Neighbourhood and Partnership Instrument 2007-2013

is looking for an Office Manager

***Background***

Estonia-Latvia-Russia Cross Border Cooperation Programme (Programme) has been developed by Estonia, Latvia and Russia and its strategic objective is to promote joint development activities for the improvement of the region's competitiveness by utilizing its potential and beneficial location in the cross roads between the European Union and the Russian Federation. Programme has been approved by the European Commission (EC) decision No C (2008) 8332 on 17 December 2008 and changes elaborated by the EC decision No (2012) 2644 of 26 April 2012. On 8 December 2014 the Protocol to the European Union – Russian Federation Financing Agreement on the Programme extension came into force. Programme is financed from the European Neighbourhood and Partnership Instrument (ENPI) and the total EU funding allocated to the Programme amounts to ca 48 million EUR. Further information about the Programme is available on the website: [www.estlatrus.eu](http://www.estlatrus.eu).

To implement the Programme, the Programme participating countries Estonia, Latvia and Russia have established a joint Programme implementation structure - the Joint Managing Authority (JMA) consisting of Operational Management Section, Financial Management Section and Internal Audit Section (all located in the Ministry of Environmental Protection and Regional Development of the Republic of Latvia) and the Joint Technical Secretariat (JTS). The JTS ensures cooperation and support to potential and existing beneficiaries, as well as project partners on the Programme.

The JTS is hosted by the State Regional Development Agency of the Republic of Latvia (SRDA) ([www.vraa.gov.lv](http://www.vraa.gov.lv/)) and have its office in Riga, Latvia. Furthermore, branch offices of the JTS are in Estonia (Tartu) and Russia (St. Petersburg and Pskov).

The JTS team consists of fourteen international staff members: the Head of the JTS, five Project Managers, two Financial Managers, Information Manager and Office Manager, who are employed in the JTS in Riga, Latvia and four full time employees in the Branch Offices. All employees report directly to the Head of the JTS.

The official language of the Programme is English.

***Main Responsibilities***

* to carry out general office work;
* to provide competent information and responding to inquiries from general public;
* to assist in preparing and administration of data/documents/information/procurements;
* to assist with arranging and monitoring internal and external events;
* to support international staff with arrangements related to moving, housing, residence permissions, health insurance, etc.;
* to ensure the usage of state language (Latvian)
* to cooperate with institutions involved in the Programme implementation in the field of competence;
* to perform translation from English to Latvian for the everyday run of the office work
* to represent the Programme.

The position requires frequent travelling.

Detailed information on duties please see in the job description.

***Required Qualification and Experience***

* excellent knowledge of Latvian and English languages, both–oral and written, knowledge of Estonian and Russian will be considered as advantage;
* very good communication, correspondence and inter-personal skills;
* experience of office and administrative work;
* experience with organising events and carrying out basic procurement assignments;
* awareness on European Union policies;
* awareness of Latvian policies;
* office management skills;
* computer literacy;
* ability to work in multi cultural environment.

***Terms of Employment and Selection***

The Office Manager will legally be employed under the Latvian Labour Law by the SRDA. The employment is foreseen on a full-time basis (40 hours a week) for the period until December 30, 2015, in Riga, Latvia.

A competitive salary will be offered depending on the qualification and experience. The successful candidate will be expected to commence the work from March 2015.

***How to apply?***

Application, consisting of the CV and a motivation letter in English, shall be addressed to Ms Unda Ozoliņa, the Head of the JTS, and sent via e-mail: [info@estlatrus.eu](mailto:info@estlatrus.eu). Deadline for the submission of applications is 3:00 p.m. Monday, 9 February, 2015.

Pre-selected successful candidates will be invited for the interview in Riga, Latvia in February, 2015.

Selection will be done by the Joint Task Force for the staff recruitment of the Programme comprising officials from the Republic of Estonia, Republic of Latvia and the Russian Federation, the representatives of the JMA, the JTS and the SRDA.