



PROJECT MANAGER JOB DESCRIPTION

1. Employer

State Regional Development Agency (SRDA)

2. Administrative Unit

Estonia – Latvia - Russia Joint Technical Secretariat (JTS)

3. Job Title, Occupational Classification Code

Project 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 cooperate with National Authorities of the Republic of Latvia, the Republic of Estonia and the Russian Federation regarding Programme implementation issues;
- 6.2. to establish and update procedures for the Programme implementation (i.e. application, assessment, contracting, reporting, monitoring etc.);
- 6.3. to support and inform potential beneficiaries and project managers about generation, development and implementation of projects, assessment, contracting, implementation, reporting, budget and payment issues, organise seminars to potential applicants, project beneficiaries and partners;
- 6.4. to prepare reports and information about progress of projects and the Programme implementation to the Joint Managing Authority (JMA), the Joint Monitoring Committee (JMC) and the European Commission (EC);
- 6.5. to coordinate project application process;
- 6.6. to carry out technical eligibility assessment of projects;
- 6.7. to take part in preparation of the JMC meetings and to ensure their proceedings; to prepare the JMC decisions and ensure their implementation; upon necessity prepare and ensure carrying out of written procedures for decision making;
- 6.8. to monitor project implementation; review progress reports; requests for changes; contact project beneficiaries and project partners with clarification requests, provide advice; upon necessity, visit projects and monitor project activities on the spot;
- 6.9. to cooperate with other Project Managers, Financial Manager and Information Managers on project monitoring issues in their field of competence;
- 6.10. to cooperate with institutions responsible for verification of expenditures in the Republic of Estonia, the Republic of Latvia and the Russian Federation;
- 6.11. to ensure entering of all necessary project and the Programme related information in Programme management database; regularly update the Programme management database with latest information;
- 6.12. to assist with preparation and organisation of information events and measures in scope of the Project Manager competence;
- 6.13. to represent the Programme in other events and institutions;
- 6.14. to carry out other tasks related to the Programme implementation entrusted by the Head of the JTS.

7. Authority / Competence

- 7.1. to become acquainted with legal and administrative orders related to the functioning of the JTS;
- 7.2. to correspond on matters related to tasks;
- 7.3. to participate in educational activities and trainings;
- 7.4. to participate in various committees, task forces, working groups etc.;
- 7.5. to represent the JTS in national, regional, local, European Union (EU) and other institutions;
- 7.6. to carry out information and consultation activities;
- 7.7. to request and receive information and documents from institutions cooperating with the JTS;
- 7.8. to be supplied with the necessary technical equipment, office logistics, stationery and information;
- 7.9. to cooperate with other ENPI Cross Border Cooperation and European territorial cooperation programmes.

8. Required Qualifications

- 8.1. University Degree in the field of economics / business / public administration or relevant;
- 8.2. excellent knowledge of Estonian and English languages, both – oral and written, knowledge of Latvian and Russian will be considered as an advantage;
- 8.3. very good knowledge of EU regional development policies and relevant legislation, in particular related to European Neighbourhood Policy, including PRAG rules and European Neighbourhood and Partnership Instrument;
- 8.4. awareness of the Baltic Sea Region policies and experience in cooperation projects / programmes will be considered as an advantage;
- 8.5. programme / project management skills;
- 8.6. good writing, communication and presentation skills;
- 8.7. ability to work in multi cultural environment;
- 8.8. analytical skills;
- 8.9. computer literacy;
- 8.10. ability to work in a team and undertake leadership in coordinating the implementation of entrusted tasks with other team members.

9. Required experience

- 9.1. minimum two years practical experience of management of transnational and / or cross border EU programmes / projects, previous experience of working with TACIS, PHARE and EU (ERDF) funded Programmes / projects;
- 9.2. previous experience of working with INTERREG Programmes / projects will be considered as an advantage;
- 9.3. experience with basic office management and administrative tasks.

10. Cooperation

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

**Approved by Joint Monitoring Committee
written procedure on 17 June 2009**