



VACANCY NOTICE
for the recruitment of the STAFF within the JOINT SECRETARIAT
for the 2014-2020 (Interreg V-A) Italy - Croatia CBC Programme

Annex 1 – Communication Assistant

Main tasks	<p>The <i>Communication Assistant</i> will support the <i>Communication Manager</i> to:</p> <ol style="list-style-type: none"> develop, update and implement the communication strategy and communication plan of the Programme according to the Programme strategy, in coordination with concerned Programme actors; collect, organize, edit and disseminate efficiently the information on the Programme; actively participate in the network of communication officers of ETC programmes develop Programme communication tools such as updating the website, newsletters, publications, etc.; coordinate and contribute to the production of Programme publications (on line and paper); assist beneficiaries in their activities for dissemination of information about projects (through online support guidance, communication trainings); conceive and organize Programme events (international conferences, thematic workshops, trainings, etc.); promote and represent the Programme and its projects at external events. <p>The applicants will be requested to have: sound public relations skills, good communication and drafting skills, capacity to convey information in an accurate and appealing way to different target audiences, advanced computer skills (MS Office, Internet, etc.), independent attitude combined with co-operative working approach and availability to travel and work in a flexible time schedule.</p>
Eligibility specific criteria	<p>The applicants shall:</p> <ul style="list-style-type: none"> - have a valid and recognized University degree of at least four years in Communication, Public relations or equivalent <i>(legal titles ex Italian Ministerial Decree n. 509/99 corresponding to the following classes: 13/S, 49/S, 57/S, 59/S, 60/S, 64/S, 67/S, 70/S, 71/S, 88/S, 89/S, 99/S, 100/S, 101/S; legal titles ex Italian Ministerial Decree n. 270/04 corresponding to the following classes: LM19, LM52, LM56, LM59, LM62, LM63, LM81, LM87, LM88, LM90, LM91, LM92, LM93);</i> - have an excellent spoken and written English (level C1 in the Europass Language Passport classification or equivalent); - have at least 3 years of professional experience in communication gained through similar tasks.
Selection criteria	<p>The applicants will be evaluated on the basis of the following selection criteria:</p> <p>(titles)</p> <ul style="list-style-type: none"> - professional experience in communication gained through similar employments above the minimum requirement; - professional experience in public bodies communication; - working experience in an international/multicultural environment; - experience on website and multimedia tools management; - experience in project/programme communication management in projects or programmes co-financed by Structural, ESI or IPA funds; <p>(oral exam)</p> <ul style="list-style-type: none"> - good understanding of the EU institutional framework;

	<ul style="list-style-type: none">- sound knowledge of EU regulations and management systems, of ESI funds, with special reference to ETC rules and to Italy-Croatia CBC Programme; knowledge of Communication tools and procedures applied in ETC.
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