SOUTH EAST EUROPE
Transnational Cooperation Programme

Programme co-funded by the EUROPEAN UNION

VACANCY ANNOUNCEMENT
for the South East Europe Territorial Cooperation Programme
Joint Technical Secretariat

Communication manager (Ref: SEE JTS – CM1) – 1 position

About the SEE JTS

The Joint Technical Secretariat (JTS) is responsible for the day -to-day management of the South East Europe Territorial Cooperation Programme and supplies potential applicants with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS gives support to the Monitoring Committee, the Managing Authority and the Certifying Authority. For further information on SEE programme please visit www.southeast-europe.net.

Job Description

The Communication Manager will be responsible to contribute to the development and implementation of the annual information and communication plan of the SEE programme. He/She is also the contact to project partners for providing advice on communication related issues.

Tasks of the Communication manager

- to prepare the programme's communication strategy and coordinate its implementation;
- to update the Programme web site, leaflets, brochures and other publications;
- to draft thematic reports on progress results ('capitalization of project results');
- to prepare statistics and monitor figures at Programme level for the Steering Committee and Monitoring Committee, including the European Commission, and to assist the implementation of these meetings;
- to contribute to the development of procedures and manuals for project management.
- to assist and contribute to the drafting of the annual progress reports to the EC;
- to advise Lead Partners (LP) and other programme actors on opportunities and obligations for information and publicity;
- to organize and contribute to project seminars and conferences as appropriate;
- to support the Director of the JTS in his activities related to information and publicity.

Profile

Employment criteria

- **University degree (preferably in communication, journalism, public administration, or related fields);**
- **at least 3 years of experience with information and communication activities (preferably in context of Structural Funds and/or EU programme/or international project management);**
- **experiences in organising IP events including conferences and fairs;**
- **experiences in editing publications including the coordination of the entire editing process of publications**
- **fluent in spoken and written English and in one language of the programme area;**

Joint Technical Secretariat
Gellérthegy utca 30-32 H-1016 Budapest
Tel: +36-1-224-3100; +36-1-224-3154 • Fax: +36-1-224-3129
e-mail: jts@southeast-europe.net • www.southeast-europe.net

Assets

- good understanding and knowledge of the programme area;
- knowledge of one or more additional national languages spoken in SEE territory (Austria, Bulgaria, Greece, Hungary, Italy, Romania, Slovakia, Slovenia, Albania, Bosnia-Herzegovina, Croatia, Former Yugoslav Republic of Macedonia (FYROM), Serbia, Montenegro, Moldova, Ukraine);
- knowledge of transnational cooperation;
- experience in and ambition to work in an international environment;
- good computer skills: MS Office including Excel, Access and PowerPoint, Internet and Website management;
- creative and problem-solving oriented, interested in new learning experiences.
- communicative, open minded, and a good team worker.

Terms of employment

The position will be based on a working contract under Hungarian law between the individual and VÁTI Hungarian Nonprofit Limited Liability Company for Regional Development and Town Planning hosting the Joint Technical Secretariat of the South East Europe Transnational Cooperation Programme. The contract is foreseen until the end of the programme period.

Location

The post will be based at the Joint Technical Secretariat's premises in **Budapest, Hungary**.

Application procedure

- Interested applicants should submit a CV and a motivation letter in English, to the following e-mail address: job@southeast-europe.net, referring: **"SEE JTS – CM1"**
- In addition, the candidates have to submit the following documents: a passport-size photograph; copy of university degree certificate(s); references
- **The deadline for applications is 24.00 CET 25 March 2012**
- If successful in this first stage, candidates will be asked to attend an interview at the premises of the Joint Technical Secretariat, in Budapest. The **interview** is foreseen to take place on **26 April 2012.**
- In case of high number of applications received, we cannot reply to all candidates. Applicants selected for an interview will receive a notification by 11 April 2012.

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