



PL-BY-UA
2014-2020



CENTRUM PROJEKTÓW EUROPEJSKICH

VACANCY NOTICE **Communication Specialist**

ref. CPE-PBU-2/2021

Position/Unit:	Communication Specialist in the Programme Unit
Institution	Joint Technical Secretariat of the ENI Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 (within structure of Center of European Projects)
Location:	Warsaw
Starting date:	1.11.2021
Closing date for applications:	17.10.2021, 24:00 CEST

1. Background

The Cross-border Cooperation (CBC) Programme Poland-Belarus-Ukraine 2014-2020 is funded by the European Union and it is one of two European Neighbourhood Instrument CBC Programmes managed by the Ministry of Development Funds and Regional Policy of the Republic of Poland (acting as Managing Authority). The Programme supports social and economic development of the 14 border regions: Hrodna, Brest, Minsk, Homiel Oblasts (Belarus), Volyn, Lviv, Zakarpattia, Rivne, Ivano-Frankivsk and Ternopil Oblasts (Ukraine) and Podlaskie, Mazowieckie (partially), Lubelskie, Podkarpackie Voivodeships (Poland). The Programme addresses common challenges in environment, public health, safety and security and promotes better conditions and modalities for ensuring the mobility of persons, goods and capital. It contributes to the strategic objectives and to the identified regional needs by financing the implementation of non-commercial projects within four thematic objectives: Heritage, Accessibility, Security, Borders. The official Programme's language is English (more at pbu2020.eu).

The Joint Technical Secretariat (JTS) has been established by the Managing Authority in order to ensure the daily Programme implementation. The JTS is hosted by the Center of European Projects, a Polish state-budget unit set up for the purpose of supporting the implementation of European programmes (more at cpe.gov.pl)

Programme Unit of the JTS

The Programme Unit assists the decision-making bodies of the Programme; aims to safeguard the regulation aspects included in the Programme documents; provides various reports summarizing implementation of the Programme; assists in organization of calls for proposals, trainings and information sessions for the applicants and beneficiaries. It is responsible for day-to-day contacts and cooperation with the Joint Monitoring Committee (JMC) as well as institutions involved in the Programme implementation (European Commission, Tesim, Interact, national institutions in all three countries). Currently Programme Unit is involved in the preparation of the new Poland-Belarus-Ukraine Programme edition for years 2021-2027.

The Programme Unit implements also the information and communication plan of the Programme – it takes care about the Programme website, cooperates with beneficiaries on communication by the projects, organizes various events and activities related to promotion and dissemination of information about the Programme/projects. It also closely cooperates with 3 branch offices of the Programme (Brest, Lviv, Rzeszów) on the Programme communication activities.

2. Who are we looking for?

The Secretariat is looking for a reliable, committed, experienced, creative and open-minded Communication Specialist, enthusiastic to join a dynamic team in an international environment. The successful candidate will be responsible for various tasks of the Programme unit.

Key tasks include:

1. Overall Programme communication
 - planning/implementing of the Programme communication strategy and information/communication plans;
 - planning/implementing of the Programme communication using various channels available.
2. Programme and external events
 - organisation and active participation in workshops and meetings, trainings for beneficiaries and/or institutions involved in the implementation of the Programme;
 - organisation of conferences, dissemination events and good practice fairs for regional stakeholders and institutions involved in the implementation of the Programme;
 - participation in events organized by other parties.
3. External communication – website and social media
 - layout design, editorial development and dissemination of publications and promotion materials (e.g. brochures, publications, videos, etc.);
 - development and maintenance of the Programme website (www.pbu2020.eu) and management of the Programme presence in social media.
4. External communication – media, external partners and the general public
 - cooperation with media;
 - preparation of news releases;
 - preparation of regular Programme newsletter;
 - close cooperation and joint organisation of information, promotion, communication and dissemination activities with other parties.
5. Advice and guidance to the Programme beneficiaries
 - providing advice and guidance to projects on the implementation of their communication, dissemination and capitalisation activities, development of information materials;
 - verification of the compliance of projects with the publicity Programme requirements.
6. Internal communication
 - coordination of the Programme's communication activities and close cooperation within the Joint Technical Secretariat, with the Managing Authority, the Joint Monitoring Committee and other key stakeholders;
 - support to coordination of the Programme's Branch Offices in Rzeszów, Lviv and Brest.

3. What can we offer?

- The chosen candidate will be recruited at the earliest possible date. She/he will be offered a replacement employment contract under Polish law contract till 31.12.2022. Subject to the availability of funds, the contract may be renewed;

- In the light of the overall living costs in Warsaw, Poland, the selected candidate will be offered a competitive remuneration package, determined individually based on the candidate's qualifications, experience;
- The selected candidate will be offered an opportunity to benefit from working in the international and intercultural environment with various partners involved in the implementation of the Programme;
- The employment is foreseen on a 40 hours per week basis. The Secretariat offers flexible working hours (8 hours /day, between 7:00 am and 6.30 pm). The working environment acknowledges performance, teamwork and initiative, accompanied by an open feedback culture. It also provides encouragement for personalised development and training plans and opportunities for occasional get-togethers after working hours;
- The benefits package includes subsidizing the costs for participation in culture or sport activities as well as social benefits for kids and holidays and a partly-covered discount card to different sport objects in the city.

4. What are the minimum requirements and personal assets?

- Higher education in any field of relevance to the mentioned tasks (preferably journalism, media, communication or similar);
- At least three-year work experience in the communication field, media or similar.
- Fluency in Polish and English (spoken and written);
- Very well-developed communication, presentation and ICT skills;
- Creativity;
- Analytical and problem-solving thinking;
- Self-confidence, attention to detail and accuracy;
- Ability to work under stress.
- Strong writing skills (articles, news, posts etc.);
- Organising ability;
- Computer savvy – MS Office including Excel, Word and PowerPoint, online meeting tools, databases etc.;
- High accountability and ability to work in a team – communication skills;
- Availability and willingness to travel.

Besides, the following attributes would be considered advantageous:

- Professional experience in the area of promotion of the EU funding programmes;
- Journalistic / editorial / copywriting background;
- Experience in maintaining webpages of organizations/initiatives;
- Experience in carrying out promotional campaigns/activities via social media/webpages;
- Experience in implementation of EU funded programme/project, preferably territorial cooperation programmes;
- Good understanding and knowledge of the Programme area;
- Adobe Creative Suite skills – layout, illustrations, video production;
- Knowledge of other Programme languages – Ukrainian, Russian;
- Work experience in the international environment.

5. How to apply?

Required documents

- Cover letter in English of not more than one page, explaining the motivation and suitability of

- the candidate for the vacant position;
- Curriculum Vitae (CV) in English;

Please send the following statement with the documents:

I hereby authorize Center of European Projects with registered seat in Warsaw, Domaniewska 39A str. to process my personal data strictly for recruitment purposes in accordance with the Law on Personal Data Protection of 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection).

Furthermore, I declare that I have been informed that:

- the administrator of my personal data collected on the basis of this consent is Center of European Projects with registered seat in Warsaw, Domaniewska 39A str.;

- collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion;

- I have the right to access my personal data and request their correction or removal;

- I was informed that my application may be forwarded to the Managing Authority of the Programme i.e. the Ministry of Development Funds and Regional Policy of the Republic of Poland.

Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered.

At any time, you can withdraw your consent by contacting us at: iod@cpe.gov.pl

Applications stating the above given reference number and statement on personal data, including all required documents, must be submitted in English by email **till 17.10.2021, 24:00 CEST**, to the following email addresses: rekutacja@cpe.gov.pl and andrzej.slodki@pbu2020.eu

Additional information

- Only applications received by the closing date indicated for this vacancy announcement will be taken into account;
- Only selected shortlisted candidates will be contacted;
- The personal interviews combined with a short test (with possibility of video-conference) will be held in October in Warsaw. The selected candidate is expected to take the duty as soon as possible, preferably from the 01/11/2021;
- The selected candidate will be obligated to provide documents confirming university degree and professional experience (translated into Polish);
- The submitted application documents will not be returned;
- For any further questions on the recruitment process and working conditions, please consult the attached additional information or contact us at: rekutacja@cpe.gov.pl;
- For any further questions or information on the scope of the position, please contact Mr. Andrzej Słodki: andrzej.slodki@pbu2020.eu