

PUBLIC NOTICE FOR THE SELECTION OF N.2 EXPERTS IN THE FRAMEWORK OF 2007-2013 IPA ADRIATIC CBC PROGRAMME:

- **N.1 COMMUNICATION OFFICIER**
- **N.1 UNIT FOR TECHNICAL ASSISTANCE OF MANAGING AUTHORITY**

Features and Tasks

COMMUNICATION OFFICIER

- a) Developing, updating, implementing and evaluating the communication strategy and Plan in line with the programme strategy and in relation and coordination with the concerned programme stakeholders (transnational bodies, projects, European Commission, other cooperation programmes, INTERACT, etc.);
- b) Ensuring the visibility of the IPA Adriatic CBC programme towards various groups in a targeted and thematic approach;
- c) Collecting, organizing, editing and disseminating efficiently the information on the Programme, its themes and its projects;
- d) Actively participating in the network of communication officers of ETC programmes;
- e) Developing programme communication tools;
- f) Communication and coordination with web and software developers;
- g) Developing and realizing multimedia tools and or publications;
- h) Coordinating and contributing to the production of Programme publications (online and paper) including all stages from the conception to the collection of data and information, to writing, edition and illustration;
- i) Supporting beneficiaries, their activities in dissemination of information about projects;
- j) Disseminating all the information concerning the events of the programme and of the Managing Authority;
- k) Promoting and representing the programme and its projects at external events in various countries;
- l) Participation in the Monitoring Committee, internal project meetings, external conferences, etc..

TECHNICAL ASSISTANCE TO THE MANAGING AUTHORITY

- a) Contributing to implementing Priority 4 – Technical Assistance aimed at ensuring the management, implementation, monitoring, control and evaluation of the IPA-Adriatic CBC Programme;
- b) Assisting and supporting the Managing Authority in the direct phase of elaboration of programme management and implementation procedures and project financial reporting of the Managing Authority of the IPA-Adriatic CBC Programme;
- c) Assisting and supporting the Managing Authority in the phases of the IPA-Adriatic CBC Programme implementation;
- d) Fulfilling all the necessary phases to ensure an adequate audit trail as by art. 103 lett. g Reg. 718/2007, with specific reference to the documentation as of 2008;
- e) Assisting and supporting the Managing Authority in organizing the IPA Adriatic CBC Programme documentation, in close correlation with art. 103 lett. j Reg. 718/2007;
- f) Assisting and supporting the Managing Authority in the organization of seminars and events aimed at presenting the activities of the IPA Adriatic CBC Programme;
- g) Assisting and supporting the Managing Authority and the Beneficiaries of the CBC IPA Adriatic Programme Projects submitted in the framework of the single calls for proposal of the Programme as regards the eligibility criteria and financial criteria to be met;
- h) Assisting and supporting the Managing Authority and the Beneficiaries of the IPA Adriatic CBC

- Programme projects for the closure and reporting activities of projects;
- i) In the framework of the Technical Assistance to the Managing Authority of the IPA Adriatic CBC Programme, supporting the outreach actions across the territories of the Italian regions, namely the eligible area of the IPA Adriatic CBC Programme, thus ensuring in synergy with the Managing Authority, the Administrative Unit, the Head of Project Management Unit of the IPA Adriatic Programme that the following activities are carried out:
 1. Communication to the beneficiaries of the indications about the requirements and criteria of the IPA Adriatic Programme, with particular reference to the interregional and strategic nature of the projects submitted and on the relevance of the latter with respect to the Programme Priorities and the related reciprocity with the EUSAIR Pillars;
 2. drafting of analytical worksheets on the three topics of the Programme (1. Social Economic and Institutional Cooperation; 2. Natural Resources, Cultural Heritage and Risk Prevention; 3. Accessibility and Communication Networks) divided into: geographical location of the beneficiaries at national level, topics and outputs achieved by monitoring the scope in between the project and the objectives of the IPA Adriatic CBC Programme, drawing up a of a specific document to be transmitted on a monthly basis to the Managing Authority and the Head of Project Management Unit;
 - j) Implementing the management/monitoring system as far as the implementation of the projects activities throughout territories of the Italian regions - the eligible area of the IPA-Adriatic CBC Programme - are concerned.