



**PL-BY-UA  
2014-2020**



CENTRUM PROJEKTÓW EUROPEJSKICH

VACANCY ANNOUNCEMENT: **JUNIOR COMMUNICATION MANAGER** (REF. PBU/1/2018).  
APPOINTMENT: SHORT-TERM EMPLOYMENT CONTRACT – UNTIL 31 DECEMBER 2018  
STARTING DATE: AS SOON AS POSSIBLE (PREFERABLY 1 OCTOBER 2018)  
NUMBER OF POSITIONS: 1

AT THE JOINT TECHNICAL SECRETARIAT  
OF THE ENI CROSS-BORDER COOPERATION PROGRAMME  
POLAND-BELARUS-UKRAINE 2014-2020  
IN WARSAW, POLAND

### **The Programme**

The Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 is one of two ENI CBC Programmes managed by the Polish Ministry of Investment and Economic Development (acting as Managing Authority). It provides opportunity to utilise full social and economic potential of the 14 border regions: Hrodna, Brest, Minsk, Gomel Oblasts (Belarus), Volyn, Lviv, Zakarpattia, Rivne, Ivano-Frankivsk and Ternopil Oblasts (Ukraine) and Podlaskie, Mazowieckie, Lubelskie, Podkarpackie Voivodeships (Poland). The objectives are being realised through non-commercial projects implemented within three priorities.

The Joint Technical Secretariat has been established by the Managing Authority in order to ensure the daily management of the Programme. The team of the Secretariat assists the decision-making bodies of the Programme, provides advice to project implementers, monitors the progress of running operations, receives and verifies the requests for payments and reports submitted by the beneficiaries, carries out on the spot checks. At the same time the Secretariat implements the information and communication plan of the Programme.

The Secretariat is hosted by the Center of European Projects, a Polish state-budget unit established by the Minister of Investment and Economic Development of Poland for the purpose of supporting the implementation of European programmes: [www.cpe.gov.pl](http://www.cpe.gov.pl). The Programme language is English.

### **Purpose of the position**

The Secretariat is looking for a reliable, committed and open-minded Junior Communication Manager, enthusiastic to join a dynamic team in an international environment. Within the team of the Programme Unit, the chosen candidate will be responsible for the following areas

1. Programme and external events
  - organisation of workshops and meetings, trainings for beneficiaries and/or institutions involved in the implementation of the Programme,
  - organisation of conferences and other dissemination events.
2. 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](http://www.pbu2020.eu)) and management of the Programme presence in social media.

3. 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 programmes,
4. 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,
5. Internal communication
  - close cooperation and coordination of the Programme's communication activities with the team of Project Officers at the Joint Technical Secretariat, the Managing Authority, the Joint Monitoring Committee and other key stakeholders,
  - support to coordination of the Programme Branch Offices in Rzeszów, Lviv and Brest.

### **What do we offer**

The chosen candidate will be recruited at the earliest possible date. She/he will be offered a temporary employment contract under Polish law until 31 December 2018. 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 as well as the costs generated by the fact of living abroad (if applicable).

The international working environment of the Secretariat acknowledges performance, teamwork and initiative, accompanied the development of personal development plans.

### **Necessary qualifications**

- Higher education in the field of journalism, media, communication, art and design or similar;
- Experience of working in the field of media, communication or publishing,
- Fluent knowledge of both English and Polish (spoken and written);
- Very well-developed communication, presentation and ICT skills;
- Creativity, dedication and strong motivation, accompanied by a positive attitude towards change and new challenges;
- Availability.

### **Desirable qualifications**

- Professional experience in the area of promotion of the EU funding programmes,
- Ability to coordinate activities involving numerous stakeholders,
- Adobe Creative Suite skills – layout, illustrations, video production,
- Journalistic / editorial / copywriting background,
- Experience with reproduction technologies,
- Ability to propose solutions and strategies for communication challenges,
- Commitment to accuracy and reliability as well as the ability to work under stress.
- Working knowledge of other Programme languages (preferably Ukrainian and Russian);
- Work experience in the international environment;
- Driving licence (B).

## 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 Centrum Projektów Europejskich 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 Centrum Projektów Europejskich 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 institutions involved in the implementation of the Programme i.e. the Ministry of Economic Development in 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](mailto:iod@cpe.gov.pl)

Applications stating the above given reference number, including all required documents, must be submitted in English by email **till 13 September 2018, 24:00 CET**, to the following email addresses: [rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl) and [pawel.slowikowski@cpe.gov.pl](mailto:pawel.slowikowski@cpe.gov.pl).

## 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 (with no possibility of video-conference) will be held in late September in Warsaw. The selected candidate is expected to take the duty as soon as possible, preferably from the 1 October.
- 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 [rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl)
- For any further questions or information on the scope of the position, please contact Mr. Paweł Słowikowski: [pawel.slowikowski@cpe.gov.pl](mailto:pawel.slowikowski@cpe.gov.pl).