

INTERREG-IPA CBC PROGRAMME "GREECE – ALBANIA 2014 – 2020"

TERMS OF REFERENCE

Call for the selection of a PROJECT OFFICER for the ANTENNA OFFICE, SARANDA

Introduction:

The Joint Secretariat (JS) is responsible for the day-to-day management of the Interreg IPA CBC Programme Greece-Albania 2014-2020. Its premises are located in **Thessaloniki, Greece**. An **Antenna Office** is planned to be established in **Saranda, Albania**. This is due to the need for providing closer assistance to Albanian beneficiaries as well as to ensure a higher local exposure of the Programme.

In conformity with the Internal Rules of Procedure of the Joint Secretariat, **one (1) Project Officer of the JS** will be appointed to work full time in the Antenna office in **Saranda, Albania**. The Antenna Office will be funded from the part of the Technical Assistance budget of the Programme which is going to be implemented by the Ministry for Europe and Foreign Affairs (MEFA) of Albania.

The Antenna Officer will work in close coordination with the MA/JS/MEFA in the execution of the following tasks:

- Acting as a first "contact point" for potential beneficiaries to provide information, advice and help to the project beneficiaries on the territory of the Republic of Albania;
- Supporting the MA/JS and MEFA in the implementation of communication activities (including events, info-days, Communication Plan) on the territory of the Republic of Albania;
- Supporting the Managing Authority / Joint Secretariat and MEFA with monitoring of projects implementation on the territory of the Republic of Albania;
- Supporting the MA/JS and MEFA on the development and implementation of tools at programme and project level concerning project implementation, monitoring and reporting;
- Support and advice to final beneficiaries in managing approved projects;
- Supporting the MA/JS and MEFA on the day to day monitoring of project implementation and identification of problems or delays;
- Drafting of reports to the JS and Albanian MEFA on project implementation issues;
- Participation in meetings at the project level when necessary for resolving project implementation issues;
- Organisation/ facilitation of seminars or any other activity conducted in Albania in the frame of the Programme;
- Supporting the MA/JS inserting and processing of project/programme data to the information system used for the management of the programme.

Interreg IPA Cross-border cooperation programme "Greece – Albania 2014 - 2020"

Required Qualifications:

- University Degree (University Degree or Diploma) in any field of relevance to the programme topics, as accepted by the public sector of the applicant's country of citizenship.
- Professional experience (at least 3 years) in management of EU funded Programmes or projects, (Professional experience should be proven by insurance documentation or copies of employment contracts and if necessary a written confirmation from the candidate's respective employer, translated in English).
- Fluency in English and Albanian language. (Candidates could be asked to go through an oral -interview- or written examination)
- Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems).

Additional qualifications to be considered as assets:

- Post graduate Degree or Diploma in any field of relevance to the programme topics, as accepted by the public sector in the applicant's country of citizenship.
- Knowledge of the Greek language
- Knowledge of European cohesion policies, European regulations framework for the management and implementation of Programmes co-financed by European Union Funds, in particular the Instrument for Pre-accession Assistance (IPA)
- Knowledge in matters of public administration procedures and legislation.
- Ability to work within a team in a multicultural environment.
- Organizational skills and effectiveness.
- Ability to work under pressure.
- Creativity and problem solving skills.
- Ability to determine and focus on the priorities set by the programme.
- Willingness to travel frequently.