

Danube Transnational Programme 2014-2020

Job announcement

The *Danube Transnational Programme* (DTP) 2014-2020 is a financing instrument of the European Territorial Cooperation (ETC), better known as Interreg. ETC is one of the goals of the European Union cohesion policy and provides a framework for the implementation of joint actions and policy exchanges between national, regional and local actors from different Partner States. Joint transnational cooperation projects are financed in the fourteen countries of the programme. The Managing Authority and the Joint Secretariat, hosted by the Ministry of Finance in Hungary, with experienced international staff, are covering the thematic, managerial, communicational and financial competences related to programme and project management and implementation.

The programme implementation period lasts till the end of 2023 with probable continuation by 2030.

Terms of employment

The position is full-time and based on a contract under Hungarian law. The contract will be concluded between the recruited candidate and the Ministry of Finance.

Salary

The competitive salary will be set according to qualifications, experience and the costs associated with living abroad.

Location

The MA/JS is located in Budapest, Hungary, where the employment is expected to take place.

Application and selection procedure

Interested applicants should submit by email to alessandra.pala@interreg-danube.eu by the deadline of **13th July, 2020** the following documents:

- **Europass CV** in English
- **Motivation letter** outlining why the applicant wants the job, what special attributes the applicant would bring to the job and what skills, knowledge and experience the applicant has which are transferrable to this position
- **Two references** that may be contacted during the recruitment process

These documents will constitute the basis for the initial stage of candidate selection. If successful at this stage, candidates will be asked to attend online interview(s).

For further information on the Danube Transnational Programme 2014-2020, please visit the programme website: <http://www.interreg-danube.eu>.

Job description

Description

The Communication Officer will be responsible to coordinate the planning, management and monitoring of the programme communication strategy and contribute to its implementation. (S)he will be also the contact to external communication service providers including their selection, coordination and supervision.

Tasks

- To draft and update the preparation and implementation of the programme's communication strategy;
- To monitor the high quality performance of communication at programme level;
- To manage the selection and contracting of external service providers to support communication-related activities;
- To manage and supervise the contracting and implementation of external communication services (communication project management);
- To coordinate (and partly perform) the update the Programme website, social media, leaflets, brochures and other publications;
- To update project/programme manuals related to communication;
- To coordinate/perform design and/or edit publications and other materials (including video) at project/programme level;
- To coordinate and supervise the activities of the project officers related to communication, providing direct support in specific cases;
- To coordinate/perform the support of communication activities of approved projects (including professional support to project websites);
- To participate in the network of the communication officers;
- To organise and contribute to programme and project seminars and conferences, as appropriate;
- To ensure the proper application of the communication elements at project and programme level.

Profile

Essential criteria

- University degree (preferably, but not exclusively, in communication, journalism or related fields)
- At least 2 years of experience on information and communication activities
- Experience in organising events including conferences and fairs
- Experience in editing publications including the coordination of the entire editing process
- Experience in dealing with external companies providing communication services
- Ability to synthesise and adapt information for a variety of audiences
- Fluent in spoken and written English
- Excellent interpersonal skills (e.g. public speaking) and drafting skills in English
- Good computer skills: MS Office package, Website management, video-editing and graphic design software/tools.

Advantageous criteria:

- Extensive knowledge and professional experience in information and communication activities in the context of EU programme management or international organisations
- Experience in working in international environment
- Experience of website CMS
- Knowledge of EU decision-making processes and institutions