

*Adrion Job description 2015*

**Joint Secretariat – VACANCY**

**Communication Officer**

**Annex 1. Position Tasks and Selection Criteria**

| Position    | ADRION JS Communication Officer  |
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| Description | The main task of the Communication Officer is to ensure communication of the ADRION Programme following the programme communication strategy and plan  |
| Main Tasks  | <ul style="list-style-type: none"> <li>• Develop, update, implement and evaluate the communication strategy and plan of the Programme in line with the programme strategy and in relation and coordination with concerned programme actors (transnational bodies, participating countries, projects, European Commission, other cooperation programmes, INTERACT, etc.);</li> <li>• Ensure the visibility of the ADRION Programme towards various groups in a targeted and thematic approach;</li> <li>• Collect, organise, edit and disseminate efficiently the information on the Programme, its themes and its projects;</li> <li>• Actively participate in the network of communication officers of ETC programmes;</li> <li>• Develop programme communication tools such as updating the website, “community management” of different groups (thematic and/or general);</li> <li>• Communication and coordination with web and software developers;</li> <li>• Development and realisation of multimedia tools and/or publications: graphical elements, audio-video editing and other products;</li> <li>• Coordinate and contribute to the production of Programme publications (online and paper), including all stages from the conception, to the collection of data and information, writing to edition and illustration;</li> <li>• Support beneficiaries, their activities in dissemination of information about projects (strategic support during the development and implementation of communications plans as well as technical support for the use of Programme tools, social networks etc.);</li> <li>• Ensure capacity building within projects in terms of communication (through online support guidance, conception and realisation of communication trainings);</li> <li>• Conceive and organize Programme events (of various kind and format: international conferences, thematic workshops, trainings etc.);</li> <li>• Promote and represent the Programme and its projects at external events in various Countries;</li> <li>• Support the coordinator of the JS in administrative procedures concerning communication matter;</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Participate in drafting of annual and final implementation reports, preparation of transnational programme meetings and other JS team tasks;</li> <li>• Ensure consistency of Programme initiatives with EU and Programme communication rules</li> <li>• Foresee frequent travels and missions (participation in monitoring committees, internal project meetings, external conferences etc.);</li> </ul>   |
| <b>Eligibility<sup>1</sup>,<br/>selection<br/>criteria</b> | <p><i>Eligibility criteria</i></p> <p>The applicants shall :</p> <ul style="list-style-type: none"> <li>• Have a valid and recognized University degree of at least four years<sup>2</sup> in relevant discipline(s) (e.g.: communication, public relations, EU affairs/policy)</li> <li>• Enjoy his/her full rights as a citizen;</li> <li>• Have not been convicted of any criminal offence and to have no criminal proceeding pending against me<sup>3</sup>;</li> <li>• Have fulfilled any obligations imposed by the applicable laws concerning military/civil service (if applicable);</li> <li>• Have an excellent spoken and written English (level C in the Europass Language Passport classification or equivalent);</li> <li>• Have sent a copy of the CV in EU format signed;</li> <li>• Have at least 3 years of experience in project/communication management gained through similar employment or a proven track record in the areas of institutional communication, in particular for EU policy and/or regional development</li> </ul> <p><b>Evaluation criteria</b></p> <p>The following professional requirements will be evaluated:</p> <ul style="list-style-type: none"> <li>• Relevant working experience in an international/multicultural environment</li> <li>• Good understanding of the EU institutional framework;</li> <li>• Sound public relations skills</li> <li>• Good communication and drafting skills; capacity to convey information in an informative, accurate and appealing way to different target audiences</li> <li>• Strong analytical capacities</li> <li>• Independent attitude combined with co-operative working approach</li> <li>• Availability to travel and work in a flexible time schedule</li> <li>• Sound computer skills: MS Office, Internet and publishing software. Experience on website management would be an asset</li> </ul> |

<sup>1</sup> The eligibility criteria comprise a set of formal requirements which applicants need to fulfil in order to be eligible for a specific selection procedure. Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

<sup>2</sup> If a degree is not obtained in EU, it should be officially recognized by the Italian Consulate with a Declaration of value. This document has to be provided only by the selected candidate prior to the contract signature.

<sup>3</sup> Prior to appointment, successful applicants will be required to provide a police certificate confirming the absence of any criminal record.

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|  | <ul style="list-style-type: none"> <li>Professional qualification in journalism or equivalent relevant disciplines would be an asset.</li> </ul> <p><i>The evaluation will relate to:</i></p> <p><b>Education track</b></p> <ul style="list-style-type: none"> <li>Post graduate career (Master, PhD, etc. in field related subject);</li> <li>Training and specialisation courses;</li> <li>Others (publications, scholarships, fellowships, awards, internships, etc.)</li> </ul> <p><b>Professional and managerial experience and knowledge</b></p> <ul style="list-style-type: none"> <li>Professional experience on the top of the minimum requirement;</li> <li>Level of experience of working in an international/multi-cultural environment;</li> <li>Experiences in team working</li> </ul> <p><b>Specific professional experience and knowledge</b></p> <ul style="list-style-type: none"> <li>Public relation and networking level of experience;</li> <li>Level of knowledge of EU policies transnational, cross boarder or interregional programme and regional macro-strategies;</li> <li>Level of understanding and knowledge of the cooperation area;</li> </ul> <p><b>Communication and IT skills</b></p> <ul style="list-style-type: none"> <li>Level of experience in communication and dissemination activities and skills;</li> <li>Communication strategy design skills;</li> <li>Level of computer skills and level of communication design programmes</li> </ul> <p><b>Language skills</b></p> <ul style="list-style-type: none"> <li>Level of knowledge of English language (from Level C and above);</li> <li>Knowledge of languages of the ADRION geographical area</li> </ul> |
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