

ANNEX A

Functions and duties

CODE "ITA/SLO C" – Notice of public selection based on qualifications and interview for temporary full time employment of work units under category C - economic position 1, profile: economic and administrative specialist - to be assigned to the staff of the Joint Secretariat of the INTERREG V-A Italy-Slovenia 2014-2020 Programme.

COMMON FUNCTIONS FOR THE JOB POSITION	
<ul style="list-style-type: none"> ▪ The staff of the Joint Secretariat of INTERREG V-A Italy-Slovenia 2014-2020 Programme will work in order to ensure an efficient management and implementation of the Programme. ▪ In general, the main role of the JS is to closely cooperate with the MA on delivery of the Programme and effectively support the MC and CA in performing of their tasks. The JS undertakes the day-to-day implementation of the Programme and provide information to potential beneficiaries about funding opportunities under the Programme and assists/advice beneficiaries in the implementation of operations. ▪ Until March 2017 the JS staff will also support the MA for the sound closure of the Cross-border Programme Italy-Slovenia 2007-2013, both at projects and Programme level. ▪ Namely, they will be in charge of: <ul style="list-style-type: none"> ▪ supporting the Managing Authority in its Programme implementation activities, as well as in its administrative and accounting functions; ▪ assisting in the drafting of papers on Programme/projects implementation; ▪ preparing documents, templates and application package for the implementation of calls; ▪ providing adequate technical support during projects submission to beneficiaries; ▪ supporting beneficiaries with information for the correct implementation and use of Programme "Visual Identity"; ▪ assisting beneficiaries in project implementation until their conclusion, giving support in using the IT tools of the Programme; ▪ checking the correctness of programme documents in their Italian and Slovene versions, as well as English; ▪ ensuring that digital and paper archives are updated. <input type="checkbox"/> 	
SPECIFIC FUNCTIONS	
Economic and administrative specialist Information and Communication Officer	Support the Managing Authority in promoting Programme visibility, emphasising the added value of the community intervention, and coordinating information flows and communication activities to the Slovenian Info-Point and Programme Partners.
Main activities	<ul style="list-style-type: none"> ▪ providing technical support to potential beneficiaries in the usage of IT tools upon project submission; ▪ helping beneficiaries in the implementation of projects as far as the usage of IT tools of the Programme is concerned;

	<ul style="list-style-type: none"> ▪ implementing "Visual Identity" in all programme documents; ▪ supporting beneficiaries with information for the correct implementation and use of Programme "Visual Identity"; ▪ implementing the Communication Strategy; ▪ supporting the MA in the organisation of information events for stakeholders and potential beneficiaries, meetings, trainings and workshops for final beneficiaries, and capitalisation events of projects results; ▪ supporting organization and management of events; ▪ advising the MA in the annual planning of Communication Strategy relevant interventions; ▪ implementing the annual planning of communication interventions in all stages; ▪ contributing, to the drafting of documents and reports required by EC Regulations within Programme and projects management and on the implementation of the Communication Strategy; ▪ cooperating with the Slovenian Info Point and Programme Partners for the implementation of activities regarding the Communication Strategy, both at central and territorial level; ▪ implementing and updating the programme website and any other informative and publicity products foreseen in the Communication Strategy. ▪ supporting the other members of the JS in order to implement the IT system for the Programme management and monitoring ; ▪ participating in the assessment of projects proposals; ▪ assessing consistency and coherence of the data inserted in the Programme monitoring system, by integrating and modifying them when necessary; ▪ assisting the drafting of reports for the verification of managing, control, monitoring and assessing of the Programme; ▪ taking charge of the IT equipment used by the management structures, ensuring its proper usage and functioning, suggesting
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	<p>possible improvement proposals;</p> <ul style="list-style-type: none"> ▪ verifying, in relation to the tasks assigned, the linguistic conformity of the Italian and Slovenian versions of programme documents, besides the English one; ▪ updating the electronic and paper archives.
Economic and administrative specialist Junior Management officer	General support to Programme Authorities, drafting of reports foreseen for Programme implementation, management of projects, with particular regard to procedural and administrative aspects.
Main activities	<ul style="list-style-type: none"> ▪ drafting documents and reports required by EC Regulations needed for programme and projects management; ▪ supporting organization of MC meetings, drafting all needed documents; ▪ acting as contact point for potential Programme beneficiaries; ▪ participating in the drafting of calls and related documents/procedures; ▪ participating in the assessment of projects proposals; ▪ advising final beneficiaries in project implementation; ▪ assessing the periodical reports beneficiaries have to transmit through the IT system of the Programme. ▪ monitoring the compliance to the time schedule in projects implementation, managing relative fulfilment up to their conclusion; ▪ participating the drafting of periodical reports of physical and financial monitoring of the Programme to be sent to the competent national and EU bodies; ▪ assisting the drafting of certificates of expenditure to be sent to the Certifying Authority.