

# JS PROJECT MANAGER ASSISTANT

## Job Description

### 1. Employer

National Authority: Ministry for EU affairs of the Republic of Turkey.

### 2. Administrative Unit

INTERREG - IPA CBC Programme Bulgaria - Turkey Joint Secretariat (JS) branch office

### 3. Job Title, Occupational Classification Code

Project Manager Assistant – JS Expert

### 4. Subordination

Head of JS and MA / NA

### 5. Objective

As a part of the JS staff the expert will be responsible for the preparation of calls for proposals, assessment (administrative and eligibility check and/or secretary of Assessment Working Group) of project proposals and for the monitoring and control of the reports describing the implementation of the funded projects. He/she is also the contact expert to applicants and beneficiaries for providing advice on content related issues. In addition the JS expert is responsible for carrying out all the tasks laid down in the JS Manual for Internal Organizational Rules. The Project Manager Assistant is also responsible for all the tasks assigned to the Project Management Expert of the Joint Technical Secretariat (main or branch office) related to the implementation and closure of the Bulgaria - Turkey IPA Cross-border Programme 2007-2013.

### 6. Duties:

- ✓ to participate in preparation and update (if necessary) of the Application Package (in cooperation with the MA, NA and JMC);
- ✓ to provide support and advice to IPA CBC candidates during the application phase on composition of appropriate partnerships, content and budgetary issues;
- ✓ to participate in the project evaluation procedure (administrative and eligibility check) of applications;
- ✓ to contribute to the work of the assessors and controllers as appropriate;
- ✓ to draft Subsidy Contracts;
- ✓ to act as advisor for the implementation of funded projects;
- ✓ to collect and review progress reports submitted by Lead Partners;
- ✓ to propose draft decisions of the Joint Monitoring Committee, regarding special requests from project partners;
- ✓ to conduct on-the-spot visits of projects;
- ✓ to prepare statistical analyses and monitor data for the Joint Monitoring Committee and the European Commission;
- ✓ to prepare reports on the progress achieved by projects;
- ✓ to assist and contribute to the drafting of the annual programme reports;

- ✓ to carry out risk assessment on project level;
- ✓ to report irregularities (if any);
- ✓ to perform cross-check of verified expenditures;
- ✓ to update the IPA CBC Programme Monitoring System/database;
- ✓ to develop, together with other members of the JS team, a plan to disseminate the results achieved by IPA CBC projects, involving the relevant stakeholders and actors;
- ✓ to monitor projects' web-sites; collect, summarize and communicate project and programme achievements as well as good practices in cooperation with the Communication Officer and the other members of the JS team;
- ✓ to contribute to the development of methodological, thematic studies and dossiers;
- ✓ to participate and contribute to project seminars and conferences as appropriate;
- ✓ to be actively involved in the implementation of other Programme support activities like partner-search events or forums;
- ✓ to contribute to the Programme web-site, elaboration of promotional materials and other publications;
- ✓ to fulfil other tasks related to the job assigned by NA, MA and Head of JS.

#### **7. Authority / Competence:**

- ✓ to become acquainted with legal and administrative orders related to the functioning of the JS;
- ✓ to correspond on matters related to tasks;
- ✓ to participate in training activities;
- ✓ to participate in various committees, task forces, working groups, etc., when necessary;
- ✓ to carry out information and consultation activities;
- ✓ to request and receive information and documents from institutions co-operating with the JS;
- ✓ to be supplied with the necessary technical equipment, office logistics, stationery and information.

#### **8. Required Qualifications:**

- ✓ university degree in economics, finance, public administration, law, political sciences, regional planning, architecture, engineering, linguistics, education or other relevant university degree;
- ✓ general professional experience relevant to the university degree - minimum two years;
- ✓ advisory and presentation skills;
- ✓ fluent in English and Turkish in speaking and writing;
- ✓ excellent computer skills;
- ✓ ability to organize, plan and implement work assignments, to work under pressure of frequent and tight deadlines;
- ✓ personal characteristics such as excellent communication, ability to establish and maintain effective working and team relations.

**9. Required experience:**

- ✓ good understanding and knowledge of the programme area;
- ✓ experience in EU funded programme/s or project management;
- ✓ familiar with the EU and national regulations concerning territorial cooperation programmes;
- ✓ knowledge of accounting and tendering procedures under PRAG;
- ✓ in-depth knowledge and experience in using and managing databases;
- ✓ ability to propose solutions for administrative procedures related to project management.

**10. Cooperation**

Cooperation with: the MA, the National Authority, members of the JMC, other European territorial cooperation programmes operating in the Programme area, potential beneficiaries/applicants and beneficiaries, relevant EC services, etc.

**11. Responsibilities:**

- ✓ responsible for effective, efficient, timely and qualitative fulfilment of the assigned tasks;
- ✓ responsible for providing timely and accurate information;
- ✓ responsible for safe operation and maintenance of the equipment and other resources entrusted by the employer.