

Job description

Senior project management expert of

Development Instruments Department
Ministry of Environmental Protection and Regional Development

Main tasks:

1. Ensure Latvia - Lithuania cross-border cooperation programme 2014-2020 (hereinafter – the Programme) implementation start-up tasks:
 - 1.1. prepare documents necessary for launching process of open calls and direct award procedure;
 - 1.2. elaborate and update description of procedures necessary for Programme implementation (submission of project proposals, assessment of the projects, conclusion of subsidy contracts, reporting and monitoring, project budget and payment issues);
2. Organize project applications submission process;
3. Perform the assessment of project applications in accordance with evaluation criteria;
4. Provide consultations, support and information for project applicants and project managers on project development, project submission, evaluation process, contracting, project implementation, project reporting system, project budget and payment issues, as well as organize seminars for potential project applicants, project lead partners and project Partners;
5. Ensure monitoring of Programme project implementation - review progress reports (implementation of activities, financial issues), assess the requests for amendments in subsidy contracts, provide consultations for project partners;
6. In order to gain assurance of the eligibility of costs, perform on-the-spot visits;
7. Enter the information about project monitoring into the database;
8. Prepare the information and reports (including irregularities) regarding the projects and Programme implementation for the Managing Authority, Monitoring Committee and European Commission;
9. Participate in the organization of meetings of the Monitoring Committee: prepare draft decisions, ensure the implementation of decisions, if necessary prepare the decisions for adoption by written procedure;
10. Participate in Monitoring Committees;
11. Cooperate with Latvian and Lithuanian national authorities, first level control bodies;
12. Within the competence prepare the necessary documents for public procurement procedures; control the execution of the contracts concluded;
13. Participate in the organization of information activities and prepare the information about projects for Programme website, fact sheets and other publications;
14. Prepare presentations and other materials; participate in creation and update of Programme contact data base;
15. Represent the division and participate in seminars, work groups organized by the division or other institutions;
16. Ensure the implementation of any other tasks given by head of division regarding Programme implementation.

Requirements of the candidate:

- higher education in economics, finance, business administration, management science or the science of law, which is supplemented by specific professional knowledge;
- good knowledge of relevant Latvian and Lithuanian sectoral fields (environmental protection, construction, education, transport, public administration, public procurement) in the context of project implementation, that are in line with support priorities of Latvia – Lithuania cross border cooperation programme 2014-2020;
- not less than two years of professional work experience with the programme/project management financed by the European Union structural funds or other foreign assistance instruments;
- previous experience of working with the European Union transnational and/or cross-border cooperation programme/project management, monitoring will be considered as an advantage;
- good knowledge of the European Union's regional development policy, its legal basis which relates to the European territorial cooperation;
- an understanding of the Baltic Sea region's policies;
- experience in administrative and office management work.

Necessary general knowledge and skills:

- good command of Lithuanian and English language skills - oral and written;
- good computer skills (MS Office standard programs);
- ability to work in a multicultural environment;
- programme/project management skills;
- good writing, communication and presentation skills;
- good analytical skills;
- the ability to work in a team and to take the leadership of the coordination with other team members in order to implement entrusted tasks.