

Estonia-Russia Cross Border Cooperation Programme 2014-2020 (Programme) has been adopted in order to promote joint activities for the improvement of the region`s development. Further information about the Programme is available on the website <http://www.estoniarussia.eu/>

To implement the Programme, the participating countries have established joint programme implementation structures, including a Joint Technical Secretariat (JTS) in Tartu, Estonia which tasks are consulting applicants/beneficiaries, preparing Programme related documents and advising the beneficiaries during the project implementation phases and is hosted by the Enterprise Estonia. The JTS shall establish branch offices in Russian Federation in St. Petersburg and Pskov. The hosting institutions for branch offices shall be St. Petersburg Foundation for SME development. The branch offices shall function as an integral part of the JTS, shall be functionally independent of the hosting institution, and shall be supervised in its work by the head of the JTS.

The JTS is looking for a Information Manager at Branch Office in St.Petersburg for St.Petersburg city and Leningrad region.

Main duties of the Information Manager:

- Support and inform applicants and beneficiaries about applying requirements and project implementation matters (contracting, reporting, visibility measures etc.)
- Ensure the implementation of information and communication plans, proper use of Technical Assistance budget
- Ensure public relations and awareness of the Programme
- Organize seminars and information events, meetings and prepare relevant materials upon need
- Draft and maintain the information on the Programme`s website
- Maintain contacts with projects, explore projects` websites and information related outputs and results, establish access to implemented projects` results and publications through the Programme website
- Assist in monitoring of fulfilment of publicity requirements by projects through reviewing the interim and final reports and participation in on-the-spot checks
- Provide input in preparation of relevant reports and information about the projects and the Programme
- Use the Programme electronic monitoring system (eMS) for fulfilment of daily tasks
- Assist at evaluation process including the administrative and eligibility checks of applications and other tasks
- Support the work of the Managing Authority and the JMC
- Cooperate with Programme authorities/bodies of the Republic of Estonia and the Russian Federation regarding Programme implementation issues
- Consult national and regional authorities on Programme related issues
- Draft and update documents for the Programme and projects implementation
- Contribute to the establishment and update of procedures for the Programme implementation
- Provide quarterly financial reports on the costs of Technical assistance budget incurred in the respective period
- Represent the Programme in different events

Additional information:

Information Manager for the branch office in St.Petersburg will be employed by St.Petersburg Foundation for SME development according to the national legislation of

Russian Federation. The job contract with the selected candidate will take place only after signing the Hosting Agreement between Enterprise Estonia and St.Petersburg Foundation for SME development.

This position requires frequent travelling.

Required qualification and experience

- University degree
- Excellent knowledge of Russian and English, both oral and written
- Minimum one year of practical experience of managing EU cooperation projects or programmes (experiences related to the implementation of European CBC projects or programmes will be considered as an advantage)
- Minimum one year of practical experience in conducting information/communication activities (experiences related to the implementation of European CBC projects or programmes will be considered as an advantage)
- Knowledge and ability to work with EU and Russian Federation legal acts
- Good communication, administrative, writing, presentation, analytical as well as team working skills
- Experience with basic office management and administrative tasks.
- A pro-active approach to problem solving and the ability to work independently in a team
- Computer literacy

We offer

- The possibility to participate in the development of border areas of Estonia and the Russian Federation
- An interesting and challenging working experience in an international environment
- An opportunity for professional development
- A supportive team

How to apply?

Application, consisting of the CV, and motivation letter in English (describing motivation for the position and providing salary expectations), shall be addressed to e-mail: unda.ozolina@estoniarussia.eu. Additional information regarding this position can be asked from the Head of the JTS Ms Unda Ozolina (tel: +372-7377253, e-mail: unda.ozolina@estoniarussia.ee).

Deadline for the submission of applications is 30 January 2017.