

**INFORMATION, COMMUNICATION AND SELECTION EXPERT  
(BRCT Suceava-Joint Secretariat position)**

**EXTERNAL RELATIONS EXPERT (Romanian Occupational Clasification-243213)**

**GENERAL BACKGROUND**

The Interreg VI-A NEXT Romania-Ukraine Programme facilitates cross-border cooperation projects in the designated programme area. To support its implementation, the Programme has established a professional Joint Secretariat (JS) with international staff. Currently, the Programme is seeking an educated and experienced professional for a full-time position covering information, communication and selection responsibilities.

The Joint Secretariat (JS) is responsible for the day-to-day programme management, supplies beneficiaries and stakeholders with information, provides support during implementation of project activities until closure and support to Programme to ensure its visibility. The JS assists the Monitoring Committee and the Managing Authority in carrying out their respective duties. The JS is established within Regional Office for Cross-border Cooperation in Suceava. The duties of the JS include activities related to general programme co-ordination and implementation, technical and administrative management, information and publicity activities, project development and selection. More specifically, this includes the conclusion of reports; the organization of technical meetings, Programme events and trainings; the promotion of the project generation activities and participation in the project selection process; the updating of the programme's website; secretariat tasks in support of the Monitoring Committee including preparation of documents, decisions, minutes and reports.

In order to have a broader view on the Programme and the tasks of the JS please check out the website of the Programme at <https://ro-ua.net/ro/2021-2027>



**INFORMATION, COMMUNICATION AND SELECTION EXPERT  
(BRCT Suceava-Joint Secretariat position)**

**EXTERNAL RELATIONS EXPERT (Romanian Occupational Classification-243213)**

**Purpose of position:** Responsible to carry out information and publicity activities in accordance with the Annual Information and Communication Plans, respectively activities specific to the project selection process, supports the implementation of the Interreg NEXT Romania – Ukraine Program and contributes to the smooth execution of the framework agreement for financing JS activity in accordance with contractual provisions, the procedures in force, the provisions of the Framework Agreement, MA instructions and MC decisions, the relevant rules and regulations.

► **The selected candidate will be responsible for the following tasks, including but not limited to:**

- ✓ Supports and participates in the development of JS procedures, applicant guides, assessors manuals, Program Visual Identity Manual, etc., and proposes revisions thereof as appropriate.
- ✓ Contributes to the development of JS's annual activity plans.
- ✓ Contributes and participates in the good execution of the framework agreement for financing the JS activity and the achievement of indicators specific to the field of work, identifies situations that can lead to deviations and informs the hierarchical superiors, including possible preventive/corrective solutions.
- ✓ Contributes and participates in the development of reporting documents related to the execution of the JS activity financing framework agreement, ensuring that there are supporting documents to justify the reported progress.
- ✓ Collaborates with the technical assistance expert when, in the specific field of work, situations/necessities arise that require the modification of the JS activity financing framework agreement/annual work plans.
- ✓ Participates in the development of the JS budget and annual procurement plan, in the specific field of work, and according to needs.
- ✓ Contributes to the development of the necessary documentation for the financing of the branch offices in Ukraine and supports preparation of the procedure for the execution of specific financing contracts/agreements, as requested, collaborates with the TA expert in this respect.
- ✓ Collaborates with experts from the branch offices on the specific field of activity
- ✓ Analyse and endorse according to the specific procedure the activity of branch office experts as regards:
  - a) producing promotional materials, organising events, campaigns and information actions in Ukraine with the view to support, contribute and participate in the implementation of the Programme's (annual) information and communication plans;
  - b) the support provided to beneficiaries in Ukraine to comply with visibility and communication requirements;
  - c) dissemination of information about the Programme in Ukraine through all available means of information;
  - d) promoting good practices and successful projects implemented in Ukraine in the public space by providing relevant information materials to the MA/JS with a view to uploading, as a matter of priority, on the Programme's website and on the Programme's social media, and as a contribution to other initiatives of EC, TESIM or INTERACT;
  - e) contribution to the development of materials for the promotion of the Program to be used on the program's website, newsletter, Facebook page, as well as for other means of communication promoted by the European Commission, TESIM, INTERACT, including short articles presenting the projects implemented in Ukraine, photos and audio-video materials of the projects under implementation or completed, photos and audio-video materials of the events organized by



Ukrainian beneficiaries;

f) producing any communication materials related to the Program.

- ✓ Contributes and participates, according to needs or requests, in the development/revision of the Program's Communication Strategy and the Annual Information and Communication Plans, respectively, in the implementation of the actions that fall to the JS as a result of their approval. Contributes and participates in the development of annual reports/ final report on the implementation of the Program.
- ✓ Prepare progress reports on the implementation of the Annual Information and Communication Plans in accordance with the specific procedure.
- ✓ Centralizes and provides MA and hierarchical superiors with any data (technical, statistical), forecasts, analyses, reports, information, and/or materials requested in relation to the specific field of work, is responsible for their correctness and completeness.
- ✓ It supports the evaluation, audit, verification, and control missions related to information/ communication/ selection activities, provides information and documents, and is responsible for the accurate and timely implementation of recommendations in the specific field of work.
- ✓ Notifies any case/ suspicion of irregularity or fraud identified in the performance of its own activity, according to the specific procedure.
- ✓ Informs on the risks identified in the field of work, according to the specific procedure, proposes measures and/or actions to prevent them.
- ✓ Contributes and participates in the preparation, organization, and conduct of the meetings of the MC, including the preparation of meeting materials and minutes, and ensures the secretariat of the MC.
- ✓ Contributes and participates in inter-institutional meetings, technical meetings, exchanges of experience, activities organized during the implementation of grant contracts or by different stakeholders, and contributes with information, data, and/or materials from the specific field of work, depending on requests.
- ✓ Contributes and participates in the preparation, organization, and implementation of actions specific to project calls (project development, partner identification, helpdesk, launching and advertising calls, information campaigns, training events, etc.). Submit specific materials and reports to the Head of the JS for approval.
- ✓ Contributes and participates in the evaluation process of projects submitted as a result of project calls launched by the program, ensuring compliance with specific procedures, MC decisions, and MA instructions.
- ✓ Contributes and participates in the preparation, organization, and implementation of JS information and communication actions provided for in the Annual Information and Communication Plans (for example, promotional, information, and promotion materials, promotion, information, and training activities, etc.) in accordance with the specific procedure. Submit specific materials and reports to the Head of the JS for approval.
- ✓ Issue an opinion regarding the information and communication materials developed during the implementation of the grant contracts, before their approval by the Head of the JS ("4 eyes" principle).
- ✓ Contributes to and participates in the training of grant beneficiaries regarding their visibility requirements.
- ✓ Responsible for registration in/ updating JS-specific databases.
- ✓ Participates in trainings organized by MA/ BRCT/ other entities, in accordance with identified needs.
- ✓ Informs the Head of the JS regarding any incompatibilities between the specific responsibilities and any other activity carried out (affiliations, professional, commercial, personal relationships,

etc.). Thus, informs the Head of the JS in case of incompatibility or conflict of interests, related to specific responsibilities and any other activity carried out.

- ✓ In the specific field of work, makes proposals that support JS actions regarding the implementation of the Program.
- ✓ Uses the IT system in accordance with the requirements of the Program and the specific procedures.
- ✓ Complies with the provisions of the General Data Protection Regulation no. 679/2016.
- ✓ Performs any other tasks arising from specific regulations and procedures and MA instructions.
- ✓ Participate and contribute to the preparation of the 2027+ programming period, provide documents, information, and analysis as requested.
- ✓ Participates and contributes to the closing actions of the JOP RO-UA 2014 - 2020, provides documents, information, and analyzes according to requests.

► **Selection criteria**

<b>Studies</b>	long-term studies and university degree (communication and public relations, law, European studies, regional development, politics, public administration, technical, economics, other)
<b>Experience</b>	at least 1 year of experience in the management of EU-funded projects/programmes
<b>IT competencies</b>	good knowledge of Microsoft Office and the Internet
<b>Foreign language competencies</b>	fluent in spoken and written English and in one of the national languages spoken in the programme area (Romanian, Ukrainian)
<b>Necessary skills, abilities</b>	good knowledge of the programme area and programme requirements, working experience within an international environment, capacity to organize and prioritize daily tasks, creative and problem-solving oriented, interested in new working experiences, good communication skills, and good team worker
<b>Specific requirements</b>	willingness to travel and to work overtime if necessary
<b>Other skills</b>	capacity for analysis, synthesis, and evaluation

► **Assets:**

- ✓ experience in use of social media tools and platforms, knowledge of trends in development of web and mobile applications to reach the wider audience and general public;
- ✓ experiences in organizing information and communication events including conferences;
- ✓ experience in editing publications;
- ✓ excellent communication and drafting skills;
- ✓ capacity to convey information in an informative, accurate and appealing way;
- ✓ attention to detail and accuracy

► **Vacancy:**

1 position, in Suceava, Romania (at Regional Office for Cross-Border Cooperation Suceava/ Biroul Regional pentru Cooperare Transfrontalieră Suceava)

► **Terms of employment**

The position is full-time and based on a Romanian employment contract.

► **Application procedure**

The deadline for submitting applications is **2<sup>nd</sup> of April, 2026**.

Interested applicants should submit the following documents in **electronic format** to the email address:

[oana.grigoras@brct suceava.ro](mailto:oana.grigoras@brct suceava.ro):

- typed motivation letter in English
- a resume (CV) with photo in English
- identity document copy
- legal certificate showing not having a criminal record
- proof of education and professional experience
- personal data processing agreement (according to the attached template)

\* *Where these official documents are in other language than Romanian, an authorized English translation is requested.*

\* *Please ensure that all submitted documents are valid, up-to-date.*

\* *By submission of documents, the applicant certifies that all documents are according to original documents or according to authenticated copies, or scans of the original documents or authenticated copies. Documents submitted can be verified whenever requested.*

**Only those applications, having all required documents received by the closing date to this vacancy announcement are eligible for consideration and will participate within selection, further described.**

► **Selection procedure**

**The selection** will take place on **3<sup>rd</sup> of April, 2026**, at 10:00 AM (Romanian time), at the headquarters of Regional Office for Cross Border Cooperation Suceava, in Suceava, 8A Bistritei Street.

The selection is comprised by the following mandatory steps, in the following order:

1. written test according to the bibliography,
2. written English language test,
3. practical computer operating skills test,
4. interview and documents analysis.

All applicants should acknowledge that no appeals are to be considered related to results of interview and documents analysis.