

# **PUBLIC NOTICE FOR THE SELECTION OF N. 1 COMMUNICATION OFFICIER IN THE FRAMEWORK OF 2007-2013 IPA ADRIATIC CBC PROGRAMME**

## **Annex A**

### **Features and Tasks**

#### **COMMUNICATION OFFICIER**

- a) Developing, updating, implementing and evaluating the communication strategy and Plan in line with the Programme strategy and in relation and coordination with the concerned Programme stakeholders (transnational bodies, projects, European Commission, other cooperation Programmes, INTERACT, etc.);
- b) Ensuring the visibility of the IPA Adriatic CBC Programme towards various groups in a targeted and thematic approach;
- c) Collecting, organizing, editing and disseminating efficiently the information on the Programme, its themes and its projects;
- d) Actively participating in the network of communication officers of ETC Programmes;
- e) Developing Programme communication tools;
- f) Communication and coordination with web and software developers;
- g) Developing and realizing multimedia tools and or publications;
- h) Coordinating and contributing to the production of Programme publications (online and paper) including all stages from the conception to the collection of data and information, to writing, edition and illustration;
- i) Supporting beneficiaries, their activities in dissemination of information about projects;
- j) Disseminating all the information concerning the events of the Programme and of the Managing Authority;
- k) Promoting and representing the Programme and its projects at external events in various countries;
- l) Participation in the Monitoring Committee, internal project meetings, external conferences, etc..