



Programme funded by
the European Union



Romania-Ukraine
ENI-CROSS BORDER COOPERATION

Call for proposals
Guidelines for grant applicants – SOFT projects

ANNEX E

Project title	Educational University Romanian-Ukrainian Cross-Border Cooperation - UNIV.E.R-U
Organisation	University “Stefan cel Mare” Suceava

Job description

Job Name	Specialist in cross-border cooperation
Job Level	executive
Main purpose	To work on the project core activities
Specific conditions for the job	The Specialist in cross-border cooperation must know: <ul style="list-style-type: none"> - laws and regulations that relate to international cooperation, including cross-border - Work rules
Studies required for the job	a bachelor’s degree in economics, social sciences, law or similar
Training	none
Computer skills	Regular PC user (MS Office)
Languages	English - high level Romanian (for the lead beneficiary)/Ukrainian (for the beneficiary 1)
Working experience	experience in international projects at least 2, at least one in the framework of cross-border cooperation programs experience in teaching/lecturing – at least two lectures/trainings provided experience in at least one research project
Skills required	Excellent communication skills, both orally and in writing Excellent interpersonal skills Good IT skills Presentation skills Analysis and synthesis, research skills Ability to prioritise and plan effectively



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Specific requirements	Knowledge of the JOP RO-UA 2014-2020 programming documents and requirements
Responsibilities	<p>The main responsibilities of the Specialist in cross-border cooperation:</p> <ol style="list-style-type: none"> 1. Conduct analysis and research of current situations in cross-border cooperation; 2. work on the creation of Best Practices brochure; 3. assistance in the joint transfer, development and adaptation of new curriculum of ONPU on the specialty of public administration, 4. Providing communication with other possible stakeholders of the project, 5. Collecting and preparing the information for the newsletters and the website section about the cross-border opportunities, conferences, mobilities, researches; 6. Preparation of the training materials for the summer/winter school; 7. Delivery of the trainings in the summer/winter school; 8. Coordination of the work on the road map for the cooperation and the university strategy update; 9. work on the structure of the contact center database and a draft plan of activities; 10. assistance in organizing the cross-border conference and the two schools; 11. Other responsibilities established as case may be.

Acknowledged,
Name / surname

Signature,

Date,

Approved,
Name / surname / function

Signature,

Date,