

Terms of Reference

Job Title:	Programme Assistant
Type of contract:	Collaborazione Coordinata e Continuativa (“CO.CO.CO.”) under Italian law, short term contract
Starting Date:	15 January 2025
Duration:	12 months

The Central European Initiative

The Central European Initiative (CEI) was established in Budapest on 11 November 1989 as the first intergovernmental forum for regional cooperation in post-Cold War Europe. Its current membership includes 17 countries: Albania, Belarus¹, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Italy, Moldova, Montenegro, North Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia and Ukraine. Since its establishment, the CEI has promoted multilateral diplomacy and regional projects aimed at fostering social, economic and territorial cohesion in Central, Eastern and South-Eastern Europe, while contributing to the overarching goals of European integration and sustainable development. The Executive Secretariat of the Central European Initiative (CEI-ES) – seated in Trieste, Italy – provides administrative and conceptual support to all CEI structures; moreover, it manages CEI funds and instruments, while taking appropriate initiatives towards the realisation of the Organisation's mission.

The Project Management Office

The incumbent will join the Project Management Office of the CEI-Executive Secretariat (CEI-ES PMO), which is the structure responsible for the implementation of projects and activities funded by external sources, namely the European Union and the Autonomous Region of Friuli Venezia Giulia.

Main Tasks

The incumbent will assist CEI-ES Senior Staff/Programme/Project Managers in managing the activities implemented by the PMO in the framework of the collaboration between the CEI and the Friuli Venezia Giulia Region (RAFVG). These activities – included in dedicated Joint Work Programmes (JWPs) – are designed in line with the priorities of the CEI, in particular its triannual Plan of Action, and of the RAFVG. They can take the form of international events, capacity buildings initiatives, study visits, etc., implemented by the PMO, in cooperation with both local and international partners, with financial resources provided by the RAFVG.

Under the supervision and coordination of the PMO Head of Office, the Head of Finance and Operations and the respective Programme/Project Manager, the incumbent will contribute to the implementation of the above-mentioned JWPs by focusing on three main areas: 1) Project Management; 2) Financial Management; 3) Communication.

¹ Suspended of its rights of representation in the CEI “as a consequence of the country's actions in support of the aggression against Ukraine” (Statement by the Bulgarian CEI Presidency and the CEI-Executive Secretariat on the suspension of the Republic of Belarus from the Central European Initiative, 25 March 2022).

In the field of (1) Project Management, she/he will:

- a) facilitate communication with partners and stakeholders, take and transcribe dictation, draft correspondence,
- b) assist in the preparation and editing of documents for official communication, as well as for presentations at meetings and conferences,
- c) organise meetings and events, including preparation and distribution of documents, correspondence with participants, registration, minutes, etc.,
- d) prepare background material pertaining to meetings when needed,
- e) liaise with suppliers for catering and other services,
- f) draft, edit and translate documents, presentations, reports and official communications,
- g) participate in meetings and other events and conferences.

In the field of (2) Financial Management, she/he will:

- a) assist in the drafting of financial and narrative reports, according to the rules set by the donor RAFVG,
- b) assist the respective Senior Staff on payments,
- c) assist in the design of public procurement calls,
- d) maintain digital and physical financial/accounting records and documents related to the various JWPs,
- e) participate in national and transnational seminars as required.

In the field of (3) Communication, she/he will:

- a) assist in the implementation of communication and dissemination activities,
- b) edit, publish and distribute articles and newsletters, website updating, publication and dissemination of materials,
- c) contribute to the elaboration of social media contents (Facebook; Twitter; LinkedIn; Instagram),
- d) liaise with CEI suppliers providing services in the field of communication,
- e) liaise with the CEI Press Officer.

Requirements

- University degree (preferably in political science, international relations, communication, public relations, foreign languages/interpretation or any other relevant field).
- Excellent knowledge of English and Italian,
- Good IT and digital skills, in particular knowledge of the Office package, of WordPress for web-design, and of social media,
- Previous professional experience and/or internships consistent with the tasks listed above.

Type of contract and terms of employment

2.015,40 EUR gross per month, “Collaborazione Coordinata e Continuativa” (CO.CO.CO.) under Italian Law.

The incumbent shall be personally responsible for the payment of taxes, charges or other levies, if any, of the Italian or other State or subdivision thereof with respect to compensation or other payments received from CEI-ES. It is understood that the Headquarters Agreement between the CEI and the Republic of Italy does not exempt Italian nationals or permanent residents from their fiscal responsibilities to the Italian State.

Procedure

Please send your application package (an updated CV and a motivation letter in English) to the following email address: euprojects@cei.int by the deadline set on 25 November 2024 (5 PM CET), with the indication “Programme Assistant” in the subject. Shortlisted candidates will be invited to interviews (at the premises of the CEI-Executive Secretariat), tentatively during the timeframe 28 November – 10 December 2024. All steps of this recruitment process will be in line with the provisions of the “Gender Equality Plan 2024 – 2026 of the Central European Initiative – Executive Secretariat”, which is available for download [here](#).