

Job description of the ENI HUSKROUA JTS Branch office

1. Informing potential Applicants in the border regions of the Slovak Republic on activities planned under the Programme (Call for Proposals, seminars, trainings, Infodays etc.) /Branch Office is providing information to all potential Applicants and other actors interested in cross-border cooperation. Comprehensive support should be granted to all potential interested Applicants on an equal basis and free of charge. Information support to potential Beneficiaries and other actors interested in cross-border cooperation should be provided continuously via telephone and/or e-mail and/or basis of personal consultation/.
2. Supporting organisation of the Joint Monitoring Committee (hereinafter referred to as JMC) and other meetings related to the Programme implementation in the Slovak Republic /This activity includes in particular the logistic and organisational tasks of the JMC and other important meetings related to the Programme. Slovak stakeholders must be informed in time about the meetings. When necessary, the meetings are organised in Slovak eligible regions/.
3. Participating in implementation of the communication plan
 - to contribute to information and publicity actions within the respective territory, especially publication of call for proposals notices in Slovak local and regional newspapers relevant to inform potential applicants;
 - to cooperate in the organisation of and active participation at partner search forums, info days, workshops, conferences, creation of databases etc. within the Programme;
 - to provide any information or document that is necessary for the management of the Programme;
 - to contribute to the development of the Programme website;
 - to co-ordinate in advance all its activities with the JTS and to inform the JTS about the achievements regularly.
4. Collecting data to improve the monitoring of projects and identification of potential risks for effective implementation or suspicion of errors, fraud and corruption; Collecting data for database on projects implemented under the Programme and potential beneficiaries according to the JTS's request.
5. Supporting MA and JTS in their day-to-day implementation activity. The Branch office may be involved in the project evaluation and implementation follow up - assistance to MA/JTS in activities related to the translation of all relevant documents from/into Slovak and English.
6. Supporting JTS in performing formal administrative and eligibility check (screen for administrative and eligibility compliance applications) of projects involving Slovak partners;
7. Providing IMIS support for the Beneficiaries and the JTS;
8. Providing support for the Control contact point;

9. May be involved in supporting JTS in performing site inspections to check on compliance of the project actions with the projects' activity plans, observe progress and discuss issues as well as visit project events and conferences;
10. Accepting responsibility for all information communicated to Applicants and the JTS, including details of the Request for payment form;
11. Preparing the minutes of the projects' visit and send them to the JTS
12. Taking all necessary steps to perform and correctly manage the tasks delegated by the JTS on behalf of MA;
13. To submit annual report in the given format to the JTS within 15 days after the end of each calendar year and provide information needed for it.
14. Any other specific task provided by the JTS shall be carried out within the set deadline.