

**JOB DESCRIPTION: HEAD OF THE CROSS-BORDER COOPERATION  
PROGRAMMES DIVISION  
OF THE GRANTS DEVELOPMENT DEPARTMENT  
AT THE STATE SHARED SERVICE CENTRE**

<b>1 GENERAL</b>	
1.1 STRUCTURAL UNIT	Cross-Border Cooperation Programmes Division of the Grants Development Department
1.2 JOB TITLE	Head of the Managing Authority and Secretariat of the Estonia-Latvia programme
1.3 IMMEDIATE SUPERIOR	Head of the Grants Development Department
1.4 SUBSTITUTE	Head of Department or a civil servant designated by them
1.5 SUBSTITUTES FOR	Head of Department, other civil servants in the field

<b>2 JOB PURPOSE</b>	
<p>Manages the tasks of the Managing Authority for the European Territorial Cooperation programmes between Estonia and Latvia and is responsible for high-quality implementation of the programmes.</p> <p>Manages the teams of the Estonia-Latvia programme's Managing Authority and Secretariat and is responsible for high-quality implementation of the Estonia-Latvia programmes. Participates in the overall development of the joint secretariat functions and the supports sector. Ensures the design and proper functioning of implementation systems in accordance with established requirements. Participates in the overall development of the support sector, ensuring customer satisfaction.</p> <p>Within the framework of general management tasks, administers the work of experts of the National Coordination Unit for the Norwegian / European Economic Area Financial Mechanisms (Norwegian/EEA funds) and the Swiss-Estonian Cooperation Programme.</p>	

<b>3 JOB DUTIES AND DESIRED RESULT</b>	
<b>3.1 GENERAL MANAGEMENT TASKS</b>	
DUTY	DESIRED RESULT
3.1.1 Directs the work of the employee reporting to them, including: - plans the activities of the sector, prepares the necessary action plans and work plans and ensures their implementation; - plans the resources needed to carry out the activities, to be approved by the Head of Department; - organises the distribution of work and agrees on work results with employee ; - organises the necessary recruitment, motivation and development of employees, and conducts performance reviews.	3.1.1 Job duties are completed as agreed with the superior and on time. Employees are competent and aware of their tasks and objectives.
3.1.2 Communicates to employee and other	3.1.2 Information has been provided in a

parties work-related information received from the European Commission, donors, management and other structural units.	timely manner.
3.1.3 Is responsible for the documentation relating to their area of work and organises the technical archiving tasks prior to the transfer of the archives in accordance with the SSSC Rules of Procedure.	3.1.3 Relevant information is documented and stored in accordance with the SSSC Rules of Procedure.
3.1.4 Ensures the development of employees' competence and the planning of the necessary budgetary resources for this purpose.	3.1.4 Employees are competent and aware of their tasks and objectives.
3.1.5 Organises the consistent and sustainable storage of information and knowledge in environments that enable co-creation and collaboration.	3.1.5 The information and knowledge required for work is consistently stored and accessible in the appropriate environments.
3.1.6 Execution of <i>ad hoc</i> tasks and orders given by the immediate superior that are not listed in this job description, or notification of obstacles preventing task completion.	3.1.6 Tasks are executed properly within the prescribed time or the superior has been notified of any obstacles to the completion of a task.
<b>3.2 DUTIES OF THE HEAD OF THE ESTONIA-LATVIA PROGRAMME'S MANAGING AUTHORITY AND SECRETARIAT</b>	
<b>DUTY</b>	<b>DESIRED RESULT</b>
3.2.1 Ensures the timely preparation and updating of documents governing the implementation of the programme in their field.	3.2.1 The documents regulating the implementation of the programmes are accurate, up-to-date and submitted on time, in accordance with the rules and regulations governing the programme.
3.2.2 Ensures legal advice in their field and provides assessment of the documents prepared, including developing, in cooperation with various parties, the descriptions of management and control systems necessary for administration and other guidance documents. Provides advice and evaluations of the documents prepared by the implementation system institutions, as necessary, ensuring that the work processes and procedures for programme implementation function properly.	3.2.2 Assessments have been provided and the responsible employee have been advised.
3.2.3 Cooperates with other bodies involved in the implementation of the programmes and participates in the work of international partner organisations. Provides input in their field for shaping Estonia's positions on issues related to the European Union cohesion policy, various cooperation programmes and cross-border cooperation, and participates in the work of the relevant working groups as necessary.	3.2.3 Cooperation is effective and input has been given to shape Estonia's positions, the staff member has participated in the relevant working groups and information has been communicated to the parties involved.

3.2.4 Adds the necessary information, legislation, instructions, etc concerning the work of the division to the extranet or SSSC website and keeps the information up-to-date.	3.2.4 Information on the division's areas of work is updated on the extranet and is accessible to partners.
3.2.5 Ensures the performance, user-friendliness and archiving of information systems for cross-border programmes in cooperation with the Information Systems Development Department (ISO).	3.2.5 The information systems for cross-border programmes are operational and user-friendly and the necessary data storage is ensured.
3.2.6 Manages the process of preparing the annual action plan (including project plans), budget and reporting of the Estonia-Latvia programme.	3.2.6 The preparation of the action plan, budget and reporting process is coordinated.
3.2.7 Ensures that the action plan and annual budget are followed within their area of responsibility.	3.2.7 The action plan and the annual budget have been adhered to.
3.2.8 Participates in the preparing and updating of documents governing the implementation of the Estonia-Latvia programme.	3.2.8 Input has been given to the preparing and updating of documents.
3.2.9 Cooperates with other bodies involved in the implementation of the Estonia-Latvia programme, including primarily the audit authority, first-level control bodies, and the responsible national authorities of Estonia and Latvia.	3.2.9 Effective cooperation has been established and maintained, including collaboration with international partner organisations
3.2.10 Makes sure that the Information Systems Development Department (ISO) receives information necessary for the operation and configuration of the IT environment (JEMS) used for the application and processing of projects under Estonia-Latvia programmes.	3.2.10 Information necessary for the operation and configuration of JEMS has been provided.
3.2.11 Is aware of the legislation and guidance material in their field and ensures its transposition into the implementation system, which includes contributing comments on implementing acts and other draft legislation within their competence.	3.2.11 Is knowledgeable about the content of legislation and guidance material in their field. The rules and regulations and implementation principles have been transposed into the implementation system. Input to the coordination of legislation has been provided.
<b>3.3 COLLABORATION</b>	
3.3 To perform the above duties, collaborates within their authority with the employee of the department, the employee of other structural units of the SSSC, and the employee of other institutions, international organisations and foreign authorities.	

<b>4 RIGHTS</b>
4.1 Receive the information and documents necessary for work from their immediate Head of Department and other employees.
4.2 Make suggestions to their immediate superior for better organisation of work.
4.3 Receive the necessary professional training.
4.4 Sign letters and other documents of an informative nature concerning the work of the

department, which do not constitute new positions, do not commit the department financially or otherwise, and do not confer rights or impose obligations on persons outside the SSSC, unless otherwise provided by law.

4.5 Refrain from approving, dissent or request changes to legally and linguistically incorrect documents.

4.6 Initiate cooperation and convene meetings to resolve issues within their remit; make proposals to management on establishing working groups.

## **5 RESPONSIBILITY**

5.1 Proper and timely performance of the duties set out in the job description.

5.2 Ensuring the confidentiality and protection of professional information disclosed in the course of the performance of duties.

5.3 Prudent use of the assets at their disposal.

5.4 Ensuring the accuracy of the data submitted and the documents prepared.

5.6 Ensuring the confidentiality and protection of official secrets and classified external information in the 'Restricted' category.

## **6 QUALIFICATIONS NECESSARY TO SERVE IN THE POSITION**

### **6.1 EDUCATION**

6.1.1 Master's degree or equivalent, preferably in economics or public administration.

6.1.2 Continuous professional self-improvement.

### **6.2 WORK EXPERIENCE**

6.2.1 Preferably at least 5 years of management experience.

6.2.2 At least 5 years of experience in planning and implementing external funds

### **6.3 COMPUTER SKILLS**

6.3.1 MS Office, Internet.

### **6.4 LANGUAGE SKILLS**

6.4.1 Estonian	Understanding and speaking	C1	Writing	C1
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6.4.2 English	Understanding and speaking	C1	Writing	C1
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### **6.5 KNOWLEDGE AND SKILLS NECESSARY FOR THE PERFORMANCE OF DUTIES**

6.5.1 Knowledge of the Constitution of the Republic of Estonia (including fundamental rights and freedoms), administrative law, the organisation of the public administration, the employee and relevant labour legislation.

6.5.2 Knowledge of the field of activity of the State Shared Service Centre, the governance area of the Ministry of Regional Affairs and Agriculture and the legislation regulating it; knowledge of administrative procedures.

6.5.3 In-depth knowledge of legislation regulating the EU Structural Funds, as well as the underlying documents. General knowledge of public sector economics and budgeting principles, leadership and teamwork principles, programming and the management and monitoring of programmes.

### **6.6 OTHER REQUIREMENTS**

6.6.1 Reliability, including a focus on quality, accountability, respect for agreements and deadlines, transparency and fairness, and ensuring appropriate communication and confidentiality of data.

6.6.2 Competence, including a results- and solutions-oriented mindset, willingness to share knowledge, making decisions based on relevant information, and continuous self-improvement.
6.6.3 Collaboration, including openness, helpfulness and finding solutions to meet the needs of different parties, valuing teamwork, respectful attitude towards oneself and others.
6.6.4 Team leadership, including creating a good team climate where commitment is encouraged and everyone's contribution valued, providing regular constructive feedback to staff and inspiring the team.
6.6.5 Developing their field, including the ability to see the links between different fields and a vision for the development of their field, being aware of their role in developing the field. Initiating new solutions, evaluating the performance of these solutions and implementing the necessary modifications.
6.6.6 Setting priorities for activities in their field, including organising people and tasks effectively, so that work results are achieved purposefully and on time.