

Recruitment of a Project Officer

for the Joint Technical Secretariat of the South Baltic Cross-border Co-operation Programme in Gdańsk/Poland – reference no. JTS-SB/01/2015



The South Baltic Programme in a nutshell

Serving the European Union's objective of „European Territorial Cooperation”, the South Baltic Programme has been established to strengthen the sustainable development of the South Baltic area through joint actions between people and institutions across borders. Following the Programme motto “going local - meeting your needs - connecting people and ideas”, 69 cross-border cooperation projects have been approved for funding since 2008, bringing together more than 400 partners from the participating coastal regions in Denmark, Germany, Lithuania, Poland and Sweden. “Soft” cooperation measures such as networking, knowledge transfer as well as the joint development and testing of innovative solutions are at the heart of the Programme, enabling the participating regions to jointly unlock regional development potentials in the fields of entrepreneurial development, higher education and labour markets, transport accessibility, the management of the Baltic Sea environment, energy saving and renewable energies, the sustainable use of natural and cultural heritage as well as through local community initiatives. To learn more about the South Baltic Programme, please visit our website: www.southbaltic.eu

Working in an international environment – the Programme's Joint Technical Secretariat in Gdańsk, Poland

Located in Gdańsk, in the Pomeranian agglomeration of Tricity (Gdańsk-Sopot-Gdynia) at the Southern Baltic Sea coast, the Joint Technical Secretariat (JTS) is responsible for the day-to-day management of the Programme, assessing submitted project applications and monitoring process of approved operations. The JTS provides assistance to applicants from all five Member States and accompanies the beneficiaries until the completion of their projects. The JTS assists the Managing Authority (MA), the Certifying Authority (CA), the Audit Authority (AA), the Monitoring Committee (MC) and the Steering Committee (SC) of the Programme in carrying out their respective duties. In close cooperation with the South Baltic Contact Points located in the participating Member States and regions, the JTS furthermore promotes the Programme among potential beneficiaries and actively disseminates the results achieved by the funded partnerships. The team of the JTS should consist of international staff. The working language of the Programme is English.

Acting as the employer for the staff of the JTS, the Secretariat is hosted by the Center of European Projects (CPE), a Polish state-budget unit established by the Minister for Regional Development for the purpose of supporting the implementation of European programmes: www.cpe.gov.pl

Who we are looking for

The South Baltic JTS is looking for a reliable, committed and open-minded Project Officer, enthusiastic to join a small dynamic team in an international environment. Her/his capacity for teamwork and her/his sensitivity for intercultural differences are accompanied by her/his strong communication and organisational skills, allowing her/him to handle a wide and varied workload without compromising the good quality of her/his work. Based on the assets of accuracy, result orientation and flexibility, she/he performs her/his tasks in an independent and timely manner, without losing sight of her/his supportive attitude and the readiness to take over ad-hoc responsibilities, if required. At the same time, creativity and initiative are highly valued by the

JTS, providing a positive environment for all members of the team to further develop their professional skills and qualifications.

What do we offer

The chosen candidate will be recruited at the earliest possible date. Upon successful completion of the three-monthly probation period, the she/he will be offered a full-time contract under Polish law till 30 June 2016. Dependant on the appointee's performance and the official launch of the South Baltic Programme 2014-2020, employment opportunities beyond the indicated termination date can be envisaged. In the light of the overall living costs in Gdańsk/Poland, the selected candidate will be offered a competitive remuneration package, determined individually based on the candidate's qualifications, experience as well as the costs generated by the fact of living abroad (if applicable). Our international working environment acknowledges performance, teamwork and initiative. At the same time, we encourage skills development as well as the acquisition of new qualifications through individually planned training and education schemes.

Examples of tasks and responsibilities

Exemplary tasks and responsibilities at project level:

- monitoring the implementation of approved projects and carrying out the verification of progress reports with regard to the performed activities, the reported expenditure and the achieved results;
- assessing applications for co-funding and managing changes in project implementation;
- serving as the main contact for applicants and beneficiaries, providing advice, support and information on implementation, reporting and budgetary issues;
- reporting on project implementation to the SC/MC and the MA;
- implementing and further developing the Programme's internal tools and procedures established for the management of project applications, progress monitoring, finances and the implementation of changes.

Exemplary tasks and responsibilities at programme level:

- providing programme management support, covering, inter alia, the drafting of reports, analyses and documents on programme implementation as well as the preparation, documentation and implementation of SC/MC decisions;
- supporting the Programme Manager in reporting on programme progress to the MA, the European Commission and national bodies;
- supporting the Communication Manager in the organisation of programme events and publicity measures;
- representing the Programme at public events (trainings for beneficiaries, seminars, conferences etc.);
- contributing to the dissemination and capitalisation of Programme achievements, e.g. by creating synergies between thematically related projects;
- cooperating with other EU Programmes and Baltic Sea Region stakeholders, e.g. to increase the leverage effect of funded operations.



Requirements

Essential qualifications

- university degree, preferably in a field related to regional development, economics, political science, European studies, international relations or one the thematic priorities of the Programme;
- creativity and dedication, accompanied by a positive attitude towards change and new challenges;
- commitment to Baltic Sea cooperation;
- fluency and eloquence in English language (both written and spoken);
- excellent computer skills with regard to MS Office software.

Additional assets

- experience in working in an international environment, preferably in project and financial management of EU-funded operations;
- command of at least one of the following languages: Danish, German, Lithuanian, Swedish;
- thematic knowledge in one or more of the priorities/measures supported by the South Baltic Programme;
- interest in IT and database administration;
- ability to propose solutions for transnational administrative procedures related to programme management, including legal settings, audit and control requirements etc.;
- well-developed communication, presentation and analytical skills;
- commitment to accuracy and reliability;
- ability to work under stress.

Required documents

- curriculum Vitae (CV) in English with the following declaration signed by the candidate: "I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Law on Personal Data Protection of 29 August 1997 – Journal of Laws of the Republic of Poland No. 133, item 883).";

Please note that applications without the statement above will not be considered.

- cover letter in English of not more than two pages, briefly describing the suitability of the candidate in relation to the tasks and qualifications relevant to the position;
- copies of documents confirming qualifications;
- In case of disabled persons – the copy of certificate on disability grade or equivalent document defined in article 5 or article 5a in act on vocational and social rehabilitation and employment of disabled persons of August 27, 1997.

Submission

Applications in English stating the above given reference number, including all required documents, must be submitted **by mail and/or by e-mail until 6 March 2015, 24:00 CET**, to the address of the Center of European Projects in Warsaw:

Centrum Projektów Europejskich
ul. Domaniewska 39A
02-672 Warszawa

e-mail to: rekrutacja@cpe.gov.pl

Additionally, the CV and the cover letter shall be sent by e-mail to:
Mr. Thorsten Kohlisch: thorsten.kohlisch@southbaltic.eu

Additional information

- Incomplete applications as well as applications without the above given reference number and/or statement on personal data protection will not be considered.
- Only applications received by the closing date indicated for this vacancy announcement will be taken into account.
- The interviews will be held in late March/early April (exact date tbc).
- Only selected candidates will be contacted.
- The submitted application documents will not be returned.
- For any further questions on the process and working conditions, please contact Ms. Justyna Byczek: justyna.byczek@cpe.gov.pl
- For any further questions or information on the scope of the position, please contact Mr. Thorsten Kohlisch: thorsten.kohlisch@southbaltic.eu

