

Interreg V-A Poland-Denmark-Germany-Lithuania-Sweden (South Baltic) Programme

NEW CALL IS OPEN

Until 17 October 2016

Head of JS recruitment in the Joint Secretariat in Gdańsk/Poland

Nr ref.: JS-SB/03/2016

Background:

The Interreg V-A Poland-Denmark-Germany-Lithuania-Sweden (South Baltic) Programme (hereinafter referred to as South Baltic Programme) promotes cross-border cooperation and strengthens the sustainable development of the South Baltic area through joint actions increasing its competitiveness and enhancing integration among people and institutions. The participating regions in the South Baltic Programme are situated in Denmark, Germany, Lithuania, Poland and Sweden.

On behalf of the Managing Authority (Ministry of Economic Development of Poland) of the South Baltic Programme, the Centre of European Projects (host of the Joint Secretariat (JS) is looking for a candidate to fill the JS position of a **Head of JS**.

The JS is responsible for the day-to-day programme implementation, provides potential applicants from regions from 5 countries with information, provides advice during the application process and accompanies the applicants until the project is finished. The JS assists the Managing Authority (MA), the Certifying Authority, the Audit Authority and the Monitoring Committee in carrying out their respective duties. The JS should consist of international staff and the working language is English.

The post for international staff member is available in the JS that is located in **Gdańsk, Poland**.

An ideal candidate is an enthusiastic, open-minded person interested to work in the international environment and to cooperate with different actors from the Programme area, taking into account differences in the working culture across regions. Organizational, management, communication, and interpersonal skills as well as strong orientation to good quality of service are required. The candidate shall have the ability to lead the team, plan the work and set objectives. It is also required from the candidate to work under time pressure and to handle a wide and varied workload.

Duties:

Responsibility for functioning of the JS and all its employees. She/he ensures that all tasks delegated to the JS within the Programme are carried out on time and are of appropriate quality. The Head of the JS makes sure that the JS's activities are in compliance with EU regulations, national law and rules of the Programme.



The candidate is expected to have thorough understanding of international cooperation (preferably in the Baltic Sea region) and of the regional development issues.

Responsibilities of the Head of the Joint Secretariat

The **Head of JS** is responsible for ensuring that all activities prescribed for the JS in the Programme are carried out.

Main tasks will consist of:

1. Coordination of tasks implemented by the JS and organisation of its day-to-day work;
2. Coordination of the JS employment, assessment of the JS staff work and motivation of the JS staff in the pursuance of the defined objectives;
3. Support for Programme management and implementation structures (Monitoring Committee, MA, the Certifying Authority, the Audit Authority, the National Authorities);
4. Coordination of preparation of the documents related to the Programme and projects implementation, as well as Minutes of the Monitoring Committee and working group meetings;
5. Cooperation with Programme stakeholders on national, regional and local level in all countries involved in the Programme;
6. Coordination of the application and project assessment processes;
7. Coordination of preparation and approval of Subsidy Contracts before sending to the MA;
8. Approval of projects' progress reports before sending to the MA;
9. Coordination of preparation and implementation of Programme Communication Strategy;
10. Ensuring the efficient and rapid information flow among the institutions involved in the Programme implementation;
11. Reporting on the Programme implementation;
12. Coordination of activities of the Contact Points;
13. Representation of the Programme at different Programme and external events and working meetings;
14. Other tasks defined by the MA related to the implementation of the Programme.

Profile and qualifications of the Head of the Joint Secretariat

Essential requirements:

1. Higher education-university degree;



2. 4 years of professional experience, including at least 2 years of experience on managerial or similar position involving leading and coordination of work of other staff members’;
3. At least 3 years of experience in managing and/or implementation of the programmes/projects financed by the European Union (*preferable: European Territorial Cooperation - INTERREG, pre-accession funds programmes*);
4. Experience in financial management including preparation of financial plans and financial settlement;
5. Fluency and eloquence in English language (both written and spoken); minimum C1 level.

Skills, abilities and competencies:

1. Organizational and managerial skills;
2. Ability to delegate work and to supervise staff;
3. Team leader;
4. Negotiation and communication skills;
5. Ability to cope with stress situations;
6. Ability to identify problems and risks and to propose solutions;
7. Analytical and strategic approach;
8. In-depth knowledge of the social and economic features of the Programme area;
9. Travel proof.

Additional requirements:

1. Experience with the implementation or/and administration of international programmes/projects will be considered as an advantage;
2. Awareness of the specificity of cross-border programmes;
3. Experience in working in the international environment;
4. Knowledge of at least one of the Programme area languages will be considered as an asset;
5. Driving license will be considered as an advantage.

Terms of employment:

The position is based on a full-time contract under Polish law, preceded by a 3-month trial period. The position is linked with the programming period of the South Baltic Programme 2014-2020.

The employer is the Centre of European Projects in Warsaw (the budgetary state unit of the Ministry of Economic Development of Poland).



Salary:

The competitive salary will be related to qualifications, experience and the costs generated by the fact of living abroad according to the Polish Regulation of the Minister of Labour and Social Policy dated 30th April 2008, on remuneration conditions and granting other work-related benefits to the employees of selected state budget-financed institutions (Journal of Laws of the Republic of Poland of 2008, No. 82, item 495, with later amendments).

APPLICATION:

Interested applicants for the above position should submit the following:

1. 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 of 2014, item 1182 as amended). I agree my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Economic Development in Poland and relevant institutions from other Member States involved in the South Baltic Programme." Please note that applications without above statement will be not considered.
2. A cover letter in English of no more than two pages, briefly describing the suitability and experience of the candidate for the position in relation to the tasks and qualifications relevant to the post.
3. Proof of education, professional experience and language knowledge.

The originals must be provided during the employment procedure.

Centre of European Projects with registered office in Warsaw, Domaniewska 39A, as the administrator of personal data, informs that personal information contained in your CV, cover letter and other documents required in this job advertisement will be processed solely for the purpose of carrying out the recruitment process. Data submission is voluntary. You have the right to access your personal data and correct them.

SUBMISSION:

THE CLOSING DATE FOR THE APPLICATIONS is 17 October 2016.

All the documents shall be submitted in English with **reference no JS-SB/03/2016**

Applications should be sent by mail (should be received by 17 October 2016) post to the following address:

Centrum Projektow Europejskich

Ul. Domaniewska 39A

02-672 Warszawa



or by e-mail to rekrutacja@cpe.gov.pl (should be received by 17 October 2016).

Only shortlisted candidates will be contacted for an interview that will be held by 10 November 2016 in Warsaw (Poland). The travel cost (economy class only) can be reimbursed for the invited candidates.

For further questions or information please contact Justyna Byczek, e-mail address: justyna.byczek@cpe.gov.pl

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