



Vacancy announcement
a new call is open until 15 September 2017 for
Head of Joint Secretariat
of Interreg V-A Poland-Denmark-Germany-Lithuania-Sweden
(South Baltic) Programme

Reference: JS-SB/3/2017

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 the **Head of JS**.

The JS is responsible for a day-to-day implementation of the Programme, provides potential applicants from regions from 5 EU countries with information, advice and guidance throughout the application process. The JS assists the Managing Authority (MA), the Certifying Authority, the Audit Authority and the Monitoring Committee of the Programme in carrying out their respective duties. The JS should consist of international staff and the working language is English. The office is located in **Gdańsk, Poland**.

An ideal candidate shall be an enthusiastic, open-minded person interested to work in an international environment and to cooperate with different actors from the Programme area, taking into account differences in the working culture across the regions. Organisational, management, communication, and interpersonal skills as well as strong orientation towards high quality of service are required. The candidate shall have an 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 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 timely and are of the appropriate quality. The Head of the JS makes sure that the JS activities are in compliance with the EU regulations, national law and the rules of the Programme.

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

Main tasks consist of:

- Coordination of tasks implemented by the JS and organisation of its day-to-day work;
- Coordination of the JS employment, assessment of the JS staff work and motivation of the JS staff in the pursuance of the defined objectives;
- Support to the Programme management and implementation structures (Monitoring Committee, Managing Authority, Certifying Authority, Audit Authority, National Authorities);
- Coordination of the preparation of documents related to the Programme and projects implementation, as well as minutes of the Monitoring Committee and working groups meetings;
- Cooperation with the Programme stakeholders at national, regional and local level in all countries involved in the Programme;
- Coordination of the application and project assessment processes;
- Coordination of preparation and approval of the Subsidy Contracts before sending to the MA;
- Approval of projects' progress reports before sending to the MA and issuing payment requests;
- Coordination of preparation and implementation of Programme Communication Strategy;
- Ensuring an efficient and rapid information flow among the institutions involved in the Programme implementation;
- Reporting on the Programme implementation;
- Coordination of activities of the Contact Points;
- Representing the Programme at different Programme and external events as well as working meetings;
- 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:

- Higher education- university degree;
- At least 4 years of professional experience, including at least 2 years of experience at manager's or similar position involving leading and coordination of work of other staff members;



- 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*);
- Experience in financial management including preparation of financial plans and financial settlement;
- Fluency and eloquence in English language (both written and spoken); minimum C1 level.

Skills, abilities and competencies:

- Organizational and managerial skills;
- Ability to delegate work and to supervise staff;
- Team leader;
- Negotiation and communication skills;
- Ability to cope with stress situations;
- Ability to identify problems and risks and to propose solutions;
- Analytical and strategic approach;
- In-depth knowledge of the social and economic features of the Programme area;
- Readiness for frequent travels.

Additional requirements:

- Experience with the implementation or/and administration of international programmes/projects will be considered as an advantage;
- Awareness of the specificity of the cross-border programmes;
- Experience in working in an international environment;
- Knowledge of at least one of the Programme area's languages will be considered as an asset;
- 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 to the programming period of the South Baltic Programme 2014-2020.

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

Salary:

A 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:

- 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 not be considered.

- 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.
- Copies of documents proving education and professional experience.

Applications in English with the reference number, including all required documents must be submitted by email to the following address: rekrutacja@cpe.gov.pl not later than on **15 September 2017 (CET or CEST time)**.

Additional information

- Only applications submitted by the deadline will be eligible for consideration.
- Only selected candidates will be contacted regarding further stages of the process.
- The interviews with selected candidates will be held in the last week of September in Warsaw.
- We do not return the received job applications to the candidates.
- The applications of candidates who do not fulfill formal requirements or who are not selected shall be destroyed.

The 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.

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

This position is co-financed by the European Union through the European Regional Development Fund.