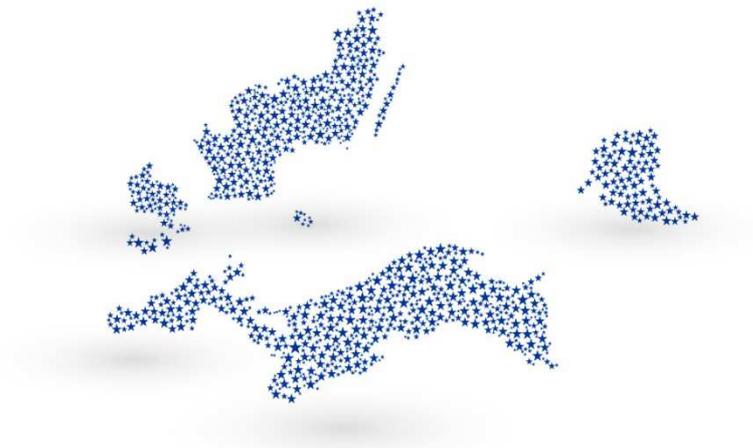




CENTRUM PROJEKTÓW
EUROPEJSKICH



Vacancy announcement
Information and Communication Officer
Reference: JS-SB/05/2017

at the Joint Secretariat of the Interreg South Baltic Programme in Gdańsk/Poland

The South Baltic Programme 2014-2020 in a nutshell

Serving the European Union's objective of „European Territorial Cooperation”, the South Baltic Programme 2014-2020 has been established to unlock the potential for blue and green growth through cross-border cooperation between the coastal regions of Denmark, Germany, Lithuania, Poland and Sweden. Reaching from coastal tourism and the maritime industries to clean shipping and renewable energies, the Programme supports cooperation for the benefit of economic sectors which are crucial to the future of the South Baltic. In particular, cross-border actions featuring SME development, sustainable tourism, the uptake of green technologies, sustainable transport, skills development and capacity-building measures for local actors can benefit from the available Programme funding of approx. EUR 80m. Building on the successful implementation of 69 cross-border projects during the Programme's first trial phase between 2008 and 2013, "soft" actions such as networking, the transfer of good practices and the joint development of innovative solutions remain at the heart of the Programme, thus allowing the participating regions to boost local and regional development without the need to re-invent the wheel. For further information, please visit the website of the Programme: www.southbaltic.eu.

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

The Joint Secretariat (JS) is responsible for the day-to-day management of the South Baltic Programme. The team of the Secretariat provides advice to applicants, organises calls for project proposals, assesses submitted funding applications, monitors the progress of running operations and assists the decision-making bodies of the Programme. Aimed at spreading the word about the benefits of cross-border cooperation, the JS furthermore coordinates the work of the Regional Contact Points and ensures the implementation of Programme-wide promotion, communication, dissemination and capitalisation activities and events. The JS 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. The Programme's language is English.

The office is located in the city of Gdańsk, part of the dynamic agglomeration of Tricity (Gdańsk-Sopot-Gdynia) at the Southern shores of the Baltic Sea. Both the city and the region have a lot to offer in terms of culture, science, sports, leisure and entertainment. Gdańsk with its thousand-year history is a meeting point of many cultures and hosts numerous international events such as exhibitions, fairs, concerts or sports events. The neighbouring city of Gdynia is famous for its Open'er festival, and the small town Sopot offers great beaches and extensive nightlife. You can find more about the attractions of the region here:

- <http://pomorskie.travel/en>
- <http://visitgdansk.com/en/>
- <http://www.gdansk.pl/en/about-gdansk>

Who are we looking for?

The South Baltic JS is looking for a reliable, committed and creative **Information & Communication Officer**, who is enthusiastic about joining a small team working in the international environment. Within the scope of the role, the Information & Communication Officer is responsible for the following areas:

1. Communication strategy and plans

- strategic planning and coordination tasks including amendments of the Communication Strategy for the South Baltic Programme 2014-2020, preparation of reporting on the implementation of the annual action plans for the Programme,

2. Advice and guidance to Programme beneficiaries

- providing advice and guidance to project partnerships on the implementation of their communication, dissemination and capitalisation activities, e.g. through dedicated sessions at lead partner seminars,
- development of information materials,
- verification of the compliance of projects with the publicity requirements of the South Baltic Programme.

3. Programme and external events

- organisation and moderation of workshops and meetings, trainings and partner search fora for potential applicants, beneficiaries and/or institutions involved in the implementation of the Programme, including moderation of events and panel discussions,
- organisation of conferences, dissemination events and good practice fairs for regional stakeholders and institutions involved in the implementation of the Programme,
- representing the Programme at relevant external events,
- managing organisation of the Programme's annual events.

4. External communication – website and social media

- layout design, editorial development and dissemination of publications and promotion materials (e.g. brochures, publications, videos, etc.),
- development and maintenance of the Programme website and management of South Baltic's presence in social media.

5. External communication – media, external partners and the general public

- cooperation with media,
- preparation of news releases,
- preparation of regular Programme newsletter,
- close cooperation and joint organisation of information, promotion, communication and dissemination activities with other Interreg programmes and other financial instruments of EU.

6. Internal communication

- close cooperation and coordination of the Programme's communication activities with the team of Project Officers at Joint Secretariat, the Managing Authority, the Members of the Monitoring Committee and other key stakeholders,
- support to coordination of the Programme Contact Points network,

What can we offer?

The selected candidate will be offered an opportunity to benefit from working in the international and intercultural environment with various partners involved in the implementation of the Programme and the European Territorial Cooperation (ETC) of the European Union. The position will offer knowledge, experience and a wide range of contacts within the ETC community and beyond.

The Secretariat offers flexible working hours (8 hours /day). The working environment acknowledges performance, teamwork and initiative, accompanied by an open feedback culture. It also provides encouragement for personalised development and training plans and opportunities for occasional get-togethers after working hours.

The selected candidate will be recruited at the earliest possible date. Upon successful completion of the three-monthly probation period, she/he will be offered a full-time contract under Polish law. 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). The fringe benefits package includes subsidizing the costs for participation in culture or sport events as well as social benefits for kids and holidays and a partly-covered discount card to different sport objects in the city. For more information about the working conditions and social benefits, please consult the attached additional information.

Requirements

Essential qualifications

- university degree in relevant field (e.g. journalism, communication, economics, political sciences),
- professional experience of at least two years in the area of communication, including working with the media and the general public,
- creativity, dedication and strong motivation, accompanied by a positive attitude towards change and new challenges,
- experience with strategic communication planning,
- well-developed communication, presentation and ICT skills (MS Office; familiarity with CMS;),
- very good command of English language (both written and spoken).



Additional assets

- professional experience in the area of promotion of the EU funding programmes and/or financial instruments, ability to coordinate activities involving numerous stakeholders,
- Adobe Creative Suite skills – layout, illustrations, video production,
- journalistic / editorial / copywriting background,
- ability to efficiently brief software developers,
- experience with reproduction technologies,
- command of one of the following languages: Danish, German or Swedish,
- ability to propose solutions and strategies for communication challenges,
- expertise in the Baltic Sea cooperation,
- commitment to accuracy and reliability as well as the ability to work under stress.

Required documents

- cover letter in English of not more than two pages, explaining the motivation and suitability of the candidate for the vacant position;
- 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 2016, item 922). 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 the above statement will not be considered for an interview.](#)

- copies/scans of documents confirming qualifications, in particular documents confirming university degree and working experience (translation of documents not necessary at the application stage).

Submission

Applications stating the reference number given above, including all required documents, must be submitted in English **by email till 12 November 2017, 24:00 CET**, to the Center of European Projects at rekrutacja@cpe.gov.pl and to the Joint Secretariat at igor.kaniecki@southbaltic.eu.

Additional information

- Incomplete applications as well as applications without the reference number given above and/or the 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.
- Only selected candidates will be contacted.
- The submitted application documents will not be returned.
- The interviews **are planned to be held in late November 2017 in Gdańsk or Warsaw** (tbc).
- The selected candidate will be obligated to provide documents confirming the university degree and professional experience (translated into Polish).
- For any further questions on the recruitment process and working conditions, please consult the attached additional information or contact us at rekutacja@cpe.gov.pl.
- The Center 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.
- The position is financed from the European Regional Development Fund.