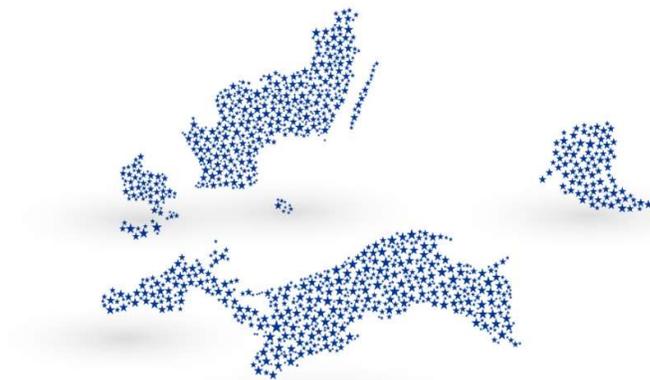




CENTRUM PROJEKTÓW  
EUROPEJSKICH



**Vacancy announcement**  
**Communication and Capitalisation Officer**  
**Reference: JS-SB/01/2017**

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

## Introduction to the 2014-2020 South Baltic Programme

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 will thus support cooperation for the benefit of economic sectors which are key for 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 will 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](http://www.southbaltic.eu).

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

Located in the dynamic agglomeration of Tricity (Gdańsk-Sopot-Gdynia) at the Southern shores of the Baltic Sea, 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.

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](http://www.cpe.gov.pl). The Programme's language is English.

## Who we are looking for?

The South Baltic JS is looking for reliable, committed and creative **Communication and Capitalisation Officer**, who is enthusiastic to join a small dynamic team working in the international environment. Within the scope of the role, the Communication and Capitalisation 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 event.

### **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,
- 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,

The position is financed from the European Regional Development Fund.

## What can we offer?

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 international working environment of the Secretariat acknowledges performance, teamwork and initiative, accompanied by an open feedback culture and the development of personal development plans.

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.

## Requirements

### Essential qualifications

- university degree\_in relevant field (e.g. journalism, communication, economics, political sciences, etc.),
- professional experience of at least two years in the area of communication, including working with the media and 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,
- Adobe Creative Suite skills – layout, illustrations, video production,
- journalistic / editorial / copy writing background,
- ability to efficiently brief software developers,
- experience with reproduction technologies,
- command of one of the following languages: Danish, German, Lithuanian, Swedish or Polish,
- the ability to propose solutions and strategies for communication challenges,
- ability to coordinate activities involving numerous stakeholders,
- commitment to the Baltic Sea cooperation,
- commitment to accuracy and reliability as well as the ability to work under stress,
- good understanding of and professional experience in one or more of the policy areas entrepreneurial development, innovation policy, green technologies, tourism, transport, labour and education will be considered as a valuable asset.

## Required documents

- cover letter in English of not more than two pages, explaining the motivation and suitability of the candidate for the vacant Project Officer 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 19 May 2017, 24:00 CET**, to the following email addresses of the Center of European Projects / Joint Secretariat:

[rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl) and [jakub.fedorowicz@southbaltic.eu](mailto:jakub.fedorowicz@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 early June 2017 in Gdańsk or Warsaw** (to be confirmed).
- 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 contact Ms. Justyna Byczek at [justyna.byczek@cpe.gov.pl](mailto:justyna.byczek@cpe.gov.pl).
- For any further questions or information on the scope of the position, please contact Mr. Jakub Fedorowicz at [jakub.fedorowicz@southbaltic.eu](mailto:jakub.fedorowicz@southbaltic.eu).
- 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.