

27 February 2017

## **Job vacancy “Project Officer” (m/f) at the Managing Authority/Joint Secretariat (MA/JS) of the Interreg Baltic Sea Region Programme – closure date: 3 April 2017**

*We are looking for a project officer at the MA/JS office in Rostock/Germany to support our project unit in giving advice to applicants, assessing applications as well as in monitoring and supervising transnational cooperation projects in the fields of innovation, natural resources and transport. The job is a full-time position for two years with an option for a prolongation. Start as soon as possible.*

### **Background and Environment**

Interreg Baltic Sea Region offers financial support to transnational projects contributing to the development of a more innovative, better accessible and sustainable Baltic Sea Region. The Programme is implemented under the territorial cooperation goal of the European Union. It is mainly financed from the European Regional Development Fund (ERDF). Project partners from Belarus, Estonia, Denmark, Finland, Germany, Latvia, Lithuania, Norway, Poland, Russia and Sweden work together in transnational projects. (for more information please visit [www.interreg-baltic.eu](http://www.interreg-baltic.eu)).

The countries involved have designated Investitionsbank Schleswig-Holstein (IB.SH <http://www.ib-sh.de/en/>) at Kiel/Germany, a publicly owned, non-profit making development bank, as joint Managing Authority (MA) and host of the Joint Secretariat (JS). The MA/JS is responsible for the day-to-day management of Interreg Baltic Sea Region. Its main office is located in Rostock/Germany. A branch office has been established in Riga/Latvia. For staff of the Rostock office, the Investitionsbank Schleswig-Holstein acts as employer. Members of the MA/JS (approx. 30 staff) are international. The official Programme and office language is English. The MA/JS is headed by one director. Project officers form the MA/JS project unit that is managed and led by a team leader. Project officers work closely together with the finance officers of the MA/JS.

### **Main tasks**

- Provide general advice, support and information to applicants and project partners on project development, application, implementation and reporting;
- Carry out assessments of project applications;
- Monitor project implementation by means of checking progress reports, supported by the Programme’s electronic monitoring system, and follow-up outstanding issues;

- Manage requests from projects on changes in set-up, finances, timing etc.;
- Update procedures and related documents for the implementation of Interreg Baltic Sea Region (application, assessment, reporting and monitoring, special instruments etc.);
- Collect information about projects' outcomes and assist the MA/JS communication officers in information and communication activities, draft information for the Programme's website;
- Contribute to reporting to the EU Commission;
- Contribute to targeted seminars for applicants and project partners;
- Participate in external events and seminars as necessary.

The objective at the MA/JS is to create an open working culture that strives for sharing information and institutionalising know-how. All staff is responsible for sharing and transferring of knowledge as well as for active participation in internal meetings.

### Qualification and profile

- University degree (preferably public administration/regional policies, geographer, business administration and related fields);
- Relevant work experience of at least two years;
- Well anchored knowledge of the Baltic Sea region's political, economic and social systems including experience of working with public administrations in Baltic Sea region countries, experience of working with public administrations in Nordic countries or Russia is an advantage;
- Experience with the administration of EU Structural Funds;
- Experience with international cooperation;
- Solid administrative skills and a passion for accurate documentation and filing;
- Completely fluent in verbal and written English; knowledge of Nordic languages and Russian is an advantage;
- Computer literacy (MS Office);
- Ready to fit in with the international MA/JS team.

### Conditions of employment

The place of employment is Rostock/Germany. The job is a full-time position with a regular working time of 39 hours a week. Investitionsbank Schleswig-Holstein will issue the employment contract (the legal basis is the German labour code) and manage all related social tax and insurance issues. The job can be started as soon as possible. The contract will be concluded for two years from the starting date, with an option for a prolongation. The annual gross salary will range between EUR 45,000 and EUR 50,000 depending on qualification and experience.

## What do we offer?

Our working style is based on information, interaction and participation. We have established a feedback culture and care for individual development plans as well as family needs. You will earn a competitive salary reflecting your qualification and work experience. We are enjoying a modern and spacious working environment. Our office is located in the city centre of Rostock.

## How to apply?

Applications have to be submitted in **English** language and in **electronic version by Monday 3 April 2017, 22:00 hours (CET)**, to the following email address: **jobs@eu.baltic.net**

Applications include:

- a motivation letter,
- a CV based on Europass standard template  
[http://www.europass.ie/europass/euro\\_cv.html](http://www.europass.ie/europass/euro_cv.html)
- a recruitment application sheet (available for download on our website:  
[http://www.interreg-baltic.eu/fileadmin/user\\_upload/News/2017\\_all\\_news/2017.02\\_all/2017.02\\_Recruitment\\_application\\_sheet.pdf](http://www.interreg-baltic.eu/fileadmin/user_upload/News/2017_all_news/2017.02_all/2017.02_Recruitment_application_sheet.pdf)  
*(Please only use ADOBE READER 8.0 or higher to fill in the recruitment application sheet. When using other readers the form is not working properly. The latest version of ADOBE READER can be downloaded e.g. at <http://get.adobe.com/reader/>.)*

Based on the complete set of documents we will be selecting candidates for job interviews. **Interviews are planned for 24-27 April 2017 in Rostock.** Candidates might be contacted by telephone during the selection process.

For further information please contact: Eeva Rantama, Team Leader Project Unit, (+49 381 45484 5254/-5281, [eeva.rantama@interreg-baltic.eu](mailto:eeva.rantama@interreg-baltic.eu))