

Vacancy Announcement (Call open until 12 October 2020)

Project Officer (m/f/d) (full-time, at present until 31.12.2022) at the Managing Authority/Joint Secretariat (MA/JS) of the EU Programme Interreg Baltic Sea Region

Do you want to become a Project Officer at the MA/JS team in Rostock/Germany? We need you to support our project officers in advising, monitoring and supervising transnational cooperation projects. If you are interested in development of the Baltic Sea region and transnational cooperation and have proven work experience in EU funded programmes or projects, preferably in a country bordering the Baltic Sea, we will welcome you in our team of experts in transnational cooperation.

Our MA/JS team is international, and communicates in English. We are committed to European cooperation. You will work closely with people from all around the Baltic Sea and elsewhere in Europe. Our projects are our clients. They address common challenges in the Baltic Sea region in different fields like sustainable use of water and other natural resources, fostering innovations and greener and safer transport solutions. We help organisations work together as if there were no borders. In this way, we ensure that their ideas are put into practice to improve the life of all citizens around the Baltic Sea. Our work is based on the principles of transparency, accountability and predictability. Our job is to make sure that best use will be made of European taxpayers' money. www.interreg-baltic.eu

You will experience an interesting transition time during which we will continue supporting still ongoing projects of the funding period 2014-2020 and taking stock of their achievements. At the same time, we will proceed with the preparations for the next funding period 2021-2027, including development of tools and procedures and guidance to applicants for the first calls for applications.

Specific responsibilities of this position

- Be the main MA/JS contact and support to a project lead partner regarding any project implementation questions that may arise during the project's lifetime, participate in project meetings and conferences.
- Monitor the implementation of projects by checking bi-annual progress reports, in particular the achievement of the planned outputs. – The reporting and monitoring are done digitally through our electronic programme monitoring system "BAMOS".
- Manage requests from projects on changes in set-up, budget, partnership, timing, or any other question that may arise.
- Contribute to all other activities of the MA/JS team, in particular collect information about projects' outcomes and assist in information and communication activities, support in preparation of the new Interreg Baltic Sea Region programme for the funding period 2021-2027, be active at internal meetings and contribute to finding new solutions.

Expected qualifications and profile

- University degree in a relevant field, e.g. public administration, regional policies/planning, geography, business administration;
- Relevant work experience with EU funded projects;
- Experience with international cooperation programmes or projects;
- Knowledge of the Baltic Sea region including experience of working with public administrations in Baltic Sea region countries;
- Solid administrative skills and a passion for accurate documentation and filing;
- Proficiency in applying MS office applications, further interest and skills in IT tools are an advantage;
- Fluent in oral and written English; command of any other language of the Baltic Sea region is an advantage.

Terms of employment

The position will be a full-time contract (39 working hours a week) based on German employment law. A part of the job can be done by teleworking after the training-on-the-job period will have been concluded successfully. You will report to the team leader project unit, and the MA/JS director. The employer will be Investitionsbank Schleswig-Holstein (IB.SH) as hosting institution of the Managing Authority/Joint Secretariat. Place of employment will be the main office in Rostock, Germany. The contract duration will be until the end of 2022, a prolongation is envisaged. The annual gross salary will range between EUR 45,000 and EUR 55,000 depending on qualification and experience.

Application and selection procedure

Applications have to be submitted electronically in **English by 12 October 2020**, to the following email address: jobs@interreg-baltic.eu

Applications have to include the following documents:

- Motivation letter (1 page),
- CV based on Europass standard template (<https://europa.eu/europass/en/create-europass-cv>)
- Recruitment Application Sheet (available for download on our website: https://www.interreg-baltic.eu/fileadmin/user_upload/News/2020_all_news/2020.09_all/2020.09_PO_Recruitment_application_sheet.pdf.zip).

These documents will constitute the basis for selecting candidates for job interviews. **Interviews are planned for end October/early November 2020**. Candidates might be contacted by telephone/online meeting tools during the selection process.

The selected candidate is expected to start in January 2021 (preferably).

Contact

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