

South Baltic Cross-border Co-operation Programme 2007-2013

OPEN CALL

Until 5 November 2010

Project Manager recruitment for the Joint Technical Secretariat

Background:

The South Baltic Cross-border Co-operation Programme 2007-2013 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 Regional Development of Poland) of the South Baltic Cross-border Co-operation Programme, the Centre of European Projects (host of the JTS) is looking for a candidate to fill the position of a **Project Manager**.

The Joint Technical Secretariat (JTS) is responsible for the day-to-day programme management, supplies potential applicants from regions from 5 countries, provides advice during the application process and accompanies the applicants until the project is finished. The JTS assists, the Managing Authority (MA), the Certifying Authority (CA), the Audit Authority (AA), the Monitoring Committee (MC) and the Steering Committee (SC) in carrying out their respective duties. The JTS should consist of international staff and the working language is English.

The post for international staff member is available in the Joint Technical Secretariat that is located in **Gdańsk, Poland**.

An ideal candidate is an enthusiastic, open-minded person interested to work in the international environment and to cooperate with different actors from the programme area, considering differences in the working culture across regions. Communication, interpersonal and organizational skills as well as strong orientation to good quality of service are strongly welcomed. In the JTS staff work as a team, but also with ability to follow independently own plan and achieve goals. It is also required from the candidates to work under time pressure and to handle a wide and varied workload.

Candidates are expected to have thorough understanding of international cooperation (preferably in the Baltic Sea region) and regional development as well as be familiar with issues related to environment, economy, social and physical development on the European Union, national, regional and local levels of the Programme area.



Responsibilities of the Project Manager of the Joint Technical Secretariat

The **Project Manager** at the JTS will be the main contacts to both applicants and project partners, providing advice, support and information on implementation, reporting and budgetary issues. He/she will be actively involved in the implementation of Programme support activities, including participating and contributing to project/Programme seminars and conferences as appropriate as well as co-ordinating the maintenance of the Programme database. He/she will be responsible for evaluation of the project proposals submitted by the lead beneficiaries, drafting reports and information on project to the Steering and Monitoring Committee of the programme, preparation of the Subsidy contracts for the projects selected for financing by the Steering Committee and monitoring of the implementation of the approved projects.

Implementing and further developing the tools as well as the administrative procedures at programme and project level concerning preparation of the project applications, assessment, monitoring and reporting are also responsibilities of the successful candidate.

Project Manager will be also supporting the Information/Communication Manager in providing information on implementation, reporting and budgetary issues and will be involved in developing tools for presenting results of the implemented projects and the programme. Support to the Programme Manager in reporting on programme progress to the Managing Authority, European Commission and national bodies responsible for Regional Development.

Profile and qualifications of the Project Manager of the Joint Technical Secretariat

Education and professional experience:

- university degree, in the field related to the Regional Development, Economics, Environmental study, European Studies, Political Studies, International Relations or other related fields;
- experience with the implementation of territorial co-operation programmes or/and international projects (preferably INTERREG) or/and administration of Structural Funds and/or any EU programmes will be considered as an advantage;
- experience in project and financial management of projects co-financed from the EU funding is an asset;
- experience in working in an international environment is an asset;
- ability to work in stress conditions.

Competencies:

- knowledge of European Union regional development policies and relevant legislation, in particular related to European Territorial Cooperation is an asset;
- Programme or/and project management skills;



- excellent computer skills are required with respect to MS Office; Advanced use of Excel is an asset;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements is an asset;
- Ability to identify overall Programme perspective;
- Excellent analytical skills;
- Communication skills;

Languages:

- Fluency in spoken and written English is a must. Knowledge of at least one of the Programme area languages will be considered as an asset.

Terms of employment

The positions are based on a full-time contract under Polish law. The positions are linked with the programming period of the South Baltic Cross-border Co-operation Programme. The employment contract for the Project Manager post terminates 31 December 2014.

The employer is the Centre of European Projects in Warszawa (the budgetary unit of the Ministry of Regional Development of Poland).

Salaries:

The competitive salary will be related to qualifications, experience and the costs generated by the fact of living abroad.

APPLICATION:

Interested applicants for above position should submit the following:

1. Curriculum Vitae with a passport - size photograph.

The following **signed statement** should be included in the CV and cover letter: *"I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Act on Personal Data Protection (Dz. U. nr 133, poz.883 of 21 August 1997)"*.

2. 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.

3. Proof of education (copies of the main documents translated into English), professional experience and language knowledge;

The originals can be provided only on a request during an interview.



SUBMISSION:

All the documents shall be submitted in English with **reference no: JTS – SB/02/10: Project Manager**

Applications should be sent by mail (post stamp not later than 5 November 2010) to the following address:

Joint Technical Secretariat

South Baltic Cross-border Co-operation Programme 2007-2013

ul. Rzeźnicka 58

80-822 Gdańsk

Poland

AND by E-mail to southbaltic@southbaltic.eu, rekrutacja@cpe.gov.pl should be received by 5 November 2010)

THE CLOSING DATE FOR THE APPLICATIONS is Friday, 5 November 2010.

Only shortlisted candidates will be contacted for an interview that will be held in the middle of November 2010 in Gdańsk. The travel cost (economy class only) can be reimbursed for the invited candidates.

For further questions or information please contact Marta Plichta, Head of JTS,

e-mail address: marta.plichta@southbaltic.eu

