

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

OPEN CALL

Until 28 July 2010

For recruitment of the Project Manager

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 the **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 consist of international staff and the working language is English.

The post will be in the Joint Technical Secretariat that is located in **Gdańsk, Poland**.

Candidates for this position should be able to demonstrate strong interest to work in the international environment, should be interested in communication and co-operation with different actors from the programme area, service minded considering difference in cultural assets of each region. The person should possess organizational and interpersonal skills, able to work both independently and as a team member, sometimes under time pressure in order to handle a wide and varied workload.

Candidates are expected to have thorough understanding of the Baltic Sea region cooperation, regional development, environment, economic, social and physical development issues at EU, national, regional and local level of the Programme area.

Responsibilities of the Project Manager of the Joint Technical Secretariat



The **Project Manager** at the JTS will be responsible for implementing and further developing the tools as well as the administrative procedures at programme and project level concerning preparation of the project application, assessment, monitoring and reporting. He/she will be responsible for evaluation of the project proposals submitted by the lead beneficiaries, preparation of the Subsidy contracts for the projects selected for financing by the Steering Committee and monitoring of the implementation of the approved project. He/she will be the main contacts to both, applicants and project partners, for providing advice, support and information on implementation, reporting and budgetary issues. Project Manager will be responsible for drafting reports and information on project to the Steering Committee of the programme, and reports on programme progress to the European Commission bodies responsible for Regional Development Funds. He/she will be actively involved in the implementation of Programme support activities, incl. participating and contribute to project/Programme seminars and conferences as appropriate as well as co-ordinating the maintenance of the Programme database.

Project Manager will be also supporting the Communication Manager in providing information on implementation, reporting and budgetary issues and involved in developing of tools for presenting results of the implemented projects and the programme.

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

1. Education and professional experience:

- university degree, in the field related to the Regional Development, Environmental study, European Studies, Political Studies, International Relations or other related field;
- at least 3 years of experience with the implementation of territorial co-operation programmes or/and administration of Structural Funds and/or EU programme or/and international project implementation (preferably INTERREG);
- experience in financial management of projects co-financed from the EU;
- experience in working in an international environment;
- ability to work in stress conditions,
- driving license.

2. Competencies:

- 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;
- Ability to identify overall Programme perspective;
- Excellent analytical skills;
- Communication skills;

3. Languages:

Fluent in spoken and written English. 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 Programme implementation started in 2007 and lasts until the end of 2015.

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

1. 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 documents translated into English), professional experience and language knowledge;

The originals only on the request and can be asked to provided during an interview.



SUBMISSION:

All the documents shall be submitted in English with **reference no: JTS – SB/01/10: Project Manager**

Applications should be sent by mail (post stamp not later than 28 July) 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 (received by 28 July)

THE CLOSING DATE FOR THE APPLICATIONS is Wednesday, 28 July 2010.

Only shortlisted candidates will be contacted for an interview that will be held in the middle of August 2010 in Gdańsk.

For further questions or information please contact Marta Plichta, Head of JTS, e-mail address:

Marta.plichta@southbaltic.eu

