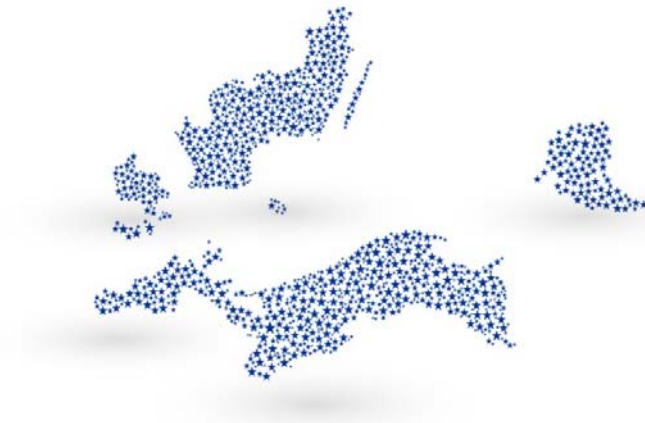




CENTRUM PROJEKTÓW  
EUROPEJSKICH



## **Vacancy announcement**

### **Programme/Project Officer with thematic specialisation in institutional capacity building**

**Reference: JS-SB/05/2016**

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

## The South Baltic Programme 2014-2020 in a nutshell

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 a reliable, committed and open-minded Project Officer, enthusiastic to join a small dynamic team in an international environment. Within the team of Project Officers, the chosen candidate will be responsible for the Programme's 5th Priority Axis (capacity building) and thus for the assessment and monitoring of projects designed to increase an institutional capacity of potential beneficiaries in the South Baltic area to be able to work cross-border. Consequently, good understanding and professional experience in the policy areas of working with organizations (including the NGO sector) will be considered as a valuable asset.

When serving the applicants, beneficiaries and stakeholders of the Programme, the chosen candidate benefits from her/his sense for intercultural differences as well as her/his well-developed teamwork, communication and organisational skills. Her/his accuracy, result orientation and flexibility help her/him to handle a wide and varied workload without compromising the good quality of her/his work. At the same

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time, she/he performs her/his tasks in an independent and timely manner, without losing sight of her/his customer orientation and the readiness to take over ad-hoc responsibilities, if required.

## What do we offer?

The chosen 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.

## Requirements

### Essential qualifications

- university degree;
- professional experience of at least two years, preferably in working with organizations and institutions;
- creativity, dedication and strong intrinsic motivation, accompanied by a positive attitude towards change and new challenges;
- well-developed communication, presentation and analytical skills;
- fluency and eloquence in English language (both written and spoken);
- excellent computer skills with regard to MS Office software.

### Additional assets

- professional experience in project and financial management of EU-funded operations and/or experience in the management of other European, national or regional funding programmes, preferably in the Baltic Sea Region;
- command of at least one of the following languages: Danish, German, Lithuanian, Swedish;
- the ability to propose solutions and strategies for administrative, financial and/or thematic challenges related to the day-to-day management of an European funded projects;
- ability to coordinate activities involving numerous partners;
- commitment to the Baltic Sea cooperation;
- commitment to accuracy and reliability as well as the ability to work under stress.

## 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.](#)

- 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 23 December 2016, 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 will be held in January, 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.