



Vacancy announcement

a new call is open until 27 September 2020 for

Project Officer with thematic specialisation in skilled labour force of Interreg V-A Poland-Denmark-Germany-Lithuania-Sweden (South Baltic) Programme

Reference: JS-SB/1/2020

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 supports cooperation for the benefit of economic sectors which are crucial to 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 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. In current funding perspective 2014-2020 there are already 91 projects financed by the Programme. For further information, please visit the website of the Programme: www.southbaltic.eu.

Working in an international environment – the Programme’s Joint Secretariat in Gdańsk, Poland

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. The JS assists the Managing Authority (MA), the Certifying Authority, the Audit Authority and the Monitoring Committee of the Programme in carrying out their respective duties. The Programme’s working language is English.

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 and events.

The JS 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.

The office is located in the city of Gdańsk, part of the dynamic agglomeration of Tricity (Gdańsk-Sopot-Gdynia) at the Southern shores of the Baltic Sea. Both the city and the region have a lot to offer in terms of culture, science, sports, leisure and entertainment. Gdańsk with its thousand-year history is a meeting point of many cultures and hosts numerous international events such as exhibitions, fairs, concerts or sports events. The neighbouring city of Gdynia is famous for its Open'er festival, and the small town Sopot offers great beaches and extensive nightlife. You can find more about the attractions of the region here:

- <http://pomorskie.travel/en>
- <http://visitgdansk.com/en/>
- <http://www.gdansk.pl/en/about-gdansk>

Who are we 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. An ideal candidate would be interested and competent in skilled labour force and education issues and policies relevant in the South Baltic area or in the whole Baltic Sea region. The Project Officers will be responsible for:

1. Services related to cross-border cooperation projects’ lifecycle:

- presenting features and requirements for funding at Programme events;
- assisting in project development by providing advice and guidance to potential applicants;
- carrying out the assessment of submitted project proposals;
- serving as the main contact for beneficiaries of projects selected for funding during the implementation phase, providing advice, support and information on implementation issues;
- assessment of projects payment claims, both financial and content parts, using electronic online system.

2. Tasks related to the management and implementation of the Programme:

- collecting, analysing and archiving content-related information from monitored projects (e.g. interesting good practices, achievements and results) for reporting, evaluation and dissemination purposes (in cooperation with the Communication and Capitalisation Officer);

- assisting the Communication and Capitalisation Officer in the communication and dissemination activities of the JS, e.g.: the drafting of articles, news messages, publications, promotional materials and print-outs (delivering content related to monitored projects).

When serving the applicants, beneficiaries and stakeholders of the Programme, the chosen candidate benefits from her/his sense of 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 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 can we offer?

The selected candidate will be offered an opportunity to benefit from working in the international and intercultural environment with various partners involved in the implementation of the Programme and the European Territorial Cooperation (ETC) of the European Union. The position will offer knowledge, experience and a wide range of contacts within the ETC community and beyond.

The Secretariat offers flexible working hours (8 hours /day). The working environment acknowledges performance, teamwork and initiative, accompanied by an open feedback culture. It also provides encouragement for personalised development and training plans and opportunities for occasional get-togethers after working hours.

The selected 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 fringe benefits package includes subsidizing the costs for participation in culture or sport events as well as social benefits for kids and holidays and a partly-covered discount card to different sport objects in the city. For more information about the working conditions and social benefits, please consult an additional information.

What are the requirements?

Essential requirements:

- university degree in a relevant field;
- professional experience of at least two years, preferably in Interreg or EU funds;
- 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 regarding 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;
- knowledge of at least one of the Programme area's languages;



- the ability to propose solutions and strategies for administrative, financial and/or thematic challenges related to the day-to-day management of 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 position;
- curriculum vitae (CV) in English
- scans of documents confirming qualifications, in particular documents confirming university degree and working experience (translation of documents not necessary at the application stage).

Please send the following statement with the documents:

I hereby authorize Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str. to process my personal data strictly for recruitment purposes in accordance with the Law on Personal Data Protection of 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection).

Furthermore, I declare that I have been informed that:

- the administrator of my personal data collected on the basis of this consent is Centrum Projektów Europejskich with registered seat in Warsaw, Domaniewska 39A str.;
- collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion;
- I have the right to access my personal data and request their correction or removal;
- I was informed that my application may be forwarded to the institutions involved in the implementation of the Programme i.e. Ministry of Development Funds and Regional Policy of the Republic of Poland and heads of the South Baltic Programme's Monitoring Committee delegations.

Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered!

At any time, you can withdraw your consent by contacting us at: iod@cpe.gov.pl

Submission

Applications stating the reference number given above, including all required documents, must be submitted in English **by email till 27 September 2020, 24:00 CET**, to the following email addresses of the Center of European Projects / Joint Secretariat: rekrutacja@cpe.gov.pl.

Additional information

- Incomplete applications as well as applications without the reference number given above and/or the consent for processing of personal data 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 interviews **are planned to be held on 8-9 October 2020 in Warsaw or online via Zoom platform**. Reimbursement for travel and accommodation costs is foreseen for the invited candidates.
- The successful 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 consult additional information or contact us at rekrutacja@cpe.gov.pl.
- For any further questions or information on the scope of the position, please contact Dominika Butkiewicz at dominika.butkiewicz@southbaltic.eu.
- The position is financed from the European Regional Development Fund.
- The Center of European Projects (in Polish - Centrum Projektów Europejskich) with registered office in Warsaw, 02-672, at ul. Domaniewska 39A, is the administrator of your personal data and 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 but necessary to undergo the recruitment process. You have the right to access your personal data and correct, delete or limit the processing of it, as well as the right to object, demand cessation of processing and data transfer, as well as the right to withdraw your consent at any time. To do so, please contact the Data Protection Inspector via the e-mail address: iod@cpe.gov.pl or at southbaltic@southbaltic.eu.
- You have the right to submit a complaint to the supervisory authority - the President of the Office for Personal Data Protection - when you find a violation of the processing of your personal data.
- The administrator handles the following categories of your personal data: name and surname, address, e-mail, address, phone number, date of birth (if provided) and other data if provided in the application.
- For the purposes of recruitment process your personal data may be made available to persons authorized by our Institution, our employees who must have access to the data to perform their duties; to the Data Protection Inspector; other data recipients (e. g. couriers, banks). Your application and the personal data contained therein may be forwarded to the authorised representatives of the Managing Authority (Ministry of Development Funds and Regional Policy of the Republic of Poland) and the heads of delegations of the Monitoring Committee. The list of South Baltic Programme's Monitoring Committee members, including the heads of delegations can be found here: <https://southbaltic.eu/monitoring-committee>.

Additional information on working conditions in the Center of European Projects

Monthly remuneration is paid in line with the rules specified in the Regulation issued by Minister of Labor and Social Policy as of April 30th, 2008, Dz. Ust. Nr 82, 495 (with amendments as of March 6th, 2009).

Position	Pay grade	Qualifications required		Amount in PLN (gross)
		Education	Minimum work experience	
Manager of Joint Technical Secretariat	XIV-XV	graduate	4 years	7000 - 12200
Deputy manager of Joint Technical Secretariat, program expert	XIII-XIV	graduate	3 years	6500 -10100
Chief specialist	X-XII	graduate	3 years	5000 - 7600
Senior specialist	VIII-X	graduate	2 years	4500 - 6600
Specialist	VII-X	graduate	2 years	4300 - 6000

- **Extraordinary allowance:** The employer can grant to employee an extraordinary allowance for temporary increase in the scope of responsibilities, assignment of additional tasks, or due to the nature of employee's work or working conditions. Extraordinary allowance is granted for limited duration, or, in justified cases, for unlimited duration. Extraordinary allowance is payable from available resources for remunerations, in the amount not exceeding 40 % of employee's basic salary and position allowance combined.
- **Seniority allowance:** Employees are entitled to seniority bonus, amounting to 5% of the basic monthly salary, after 5 years of work. This bonus is increased by 1% for each consecutive year of work, to reach 20% of the basic monthly salary after 20 years of work. Seniority allowance is calculated inclusive of all previously completed employment periods, as well as other periods, provided that such periods are subject to such inclusion to seniority pursuant to separate regulations.
- Each employee shall be eligible for cash bonus after having worked for the CEP for at least 3 months. The cash bonus is the expression of acknowledgement of particular involvement of the employee and is granted by Director of CEP depending on the availability of funds, on quarterly basis.
- Each employee, after having worked for at least 20 years, is entitled to service anniversary award. It is calculated inclusive of all previously completed employment periods.
- After having worked effectively in a given calendar year for at least 6 months, the employee acquires the right to an additional annual salary, called "Thirteen".
- All CEP's employees have the same opportunities to benefit from the Social Fund such as surcharge for holiday for employee and his children, surcharge for cultural and entertainment activities, sports and recreation.
- All employees have equal rights to participate in training, the average annual amount for training per employee is 5000,00 PLN.

- According to the Labor Code and the Working Regulations in CEP each employee can apply for an individual/flexible working time hours between 7.00 a.m. and 5.00 p.m.
- In very special cases (with the agreement of the direct supervisor and CEP's Director), employees can take advantage of opportunities to temporary work from home.