

Vacancy for a "Programme Assistant" at the Joint Technical Secretariat's Rostock office – Closure date: 25 May 2012

Investitionsbank Schleswig-Holstein is looking for a new colleague dedicated to provide efficient administrative and secretarial support to our Baltic Sea Region Programme team at the Rostock office. We are offering a part-time employment (minimum 25 hours/week) as from June/July 2012. The duration of the position is limited and will last approximately two years due to the maternity leave and subsequent parental leave of the current job holder.

The working time is minimum 25 hours a week and need to be fulfilled during the morning hours (8:00 to 13:00). Individual agreement on working hours is possible. The end of contract is 31 October 2014.

Background: The EU funded Baltic Sea Region Programme 2007-2013 is implemented as an integrated programme covering the whole Baltic Sea region. Eight EU Member States and Norway have designated Investitionsbank Schleswig-Holstein (IB) at Kiel/Germany as joint Managing Authority and Certifying Authority of the Programme. As Managing Authority, IB sets up and hosts a Joint Technical Secretariat (JTS). The JTS is located at Rostock/Germany and Riga/Latvia. Members of JTS staff (about 20) are international. The official programme language is English. The Managing Authority and the Joint Technical Secretariat are headed by one director, located at Rostock.

The employment contract will be concluded under German law with Investitionsbank Schleswig-Holstein. The annual gross salary will depend on qualification and experience (starting at 30,000 EUR annual gross equivalent to a full-time employment of 39.5 hours/week). The employment is based at the Joint Technical Secretariat's Rostock office.

Candidates are requested to send the filled in Application Sheet, their CV and a Motivation Letter including respective references proving that your professional experiences match our required profile by **e-mail and in English language** to: **info@eu.baltic.net**.

Closing date for application is 25 May 2012. Successful candidates will be invited for a personal interview in Rostock, preliminary dates: **4 and 5 June 2012**.

More information can be obtained via e-mail or by phone from: Thomas Weber, tw@eu.baltic.net or by phone to +49-381-454845287.