

Job vacancy “Project Officer” at the Joint Technical Secretariat (JTS) of the Baltic Sea Region Programme (2013 – 2015) – Closure date: 29 August 2013.

We are looking for a Project Officer at the JTS office in Rostock/Germany to support our Project Team in monitoring and supervising transnational cooperation projects. The job is a full-time position. Starts as soon as possible, ends 31 December 2015.

Background and Environment

The Baltic Sea Region Programme 2007-2013 is an EU territorial cooperation programme mainly financed from the European Regional Development Fund (ERDF). The objective is to promote regional development through transnational cooperation among the countries around the Baltic Sea. Project partners from Belarus, Estonia, Denmark, Finland, Germany, Latvia, Lithuania, Norway, Poland, Russia and Sweden work together in transnational projects. Projects foster innovations, improve accessibility, manage environmental resources and strengthen the attractiveness of cities and regions. (for more information please visit <http://eu.baltic.net>).

The countries involved have designated Investitionsbank Schleswig-Holstein (IB.SH <http://www.ib-sh.de/en/>) at Kiel/Germany, a publicly owned, non-profit making development bank, as joint Managing Authority (MA), Certifying Authority (CA) and host of the Joint Technical Secretariat (JTS). The JTS is responsible for the day-to-day management of the Baltic Sea Region Programme 2007-2013. Its main office is located in Rostock/Germany, and a branch office has been established in Riga/Latvia. For staff of the Rostock office, the Investitionsbank Schleswig-Holstein acts as employer. Members of the JTS (approx. 23 staff) are international. The official programme and office language is English. The MA/JTS is headed by one director. Project officers form the JTS “Project Team” that is managed and led by a team leader.

Since 2012, the successor Baltic Sea Region Programme 2014-2020 has been under preparation. The Programme is expected to be launched in the second half of 2014. Investitionsbank Schleswig-Holstein is seeking to continue as Managing Authority and host of the Joint Technical Secretariat, and will make efforts to keep experienced staff on board.

Main tasks

- Monitor project implementation and finalisation by means of checking progress reports, supported by the electronic programme management system, and follow-up outstanding issues;
- Provide general advice, support and information to project partners on project implementation, reporting, and, in close cooperation with the JTS finance officers, on budgetary and payment issues;
- Manage requests from projects on changes in set-up, finances, timing etc.;
- Collect information about projects' outcomes and assist the communication officers in information and communication activities, Draft information for the programme's website;
- Prepare reports and presentations to assist meetings of the Programme's Monitoring Committee
- Design and implement of targeted project seminars organised by the Programme;
- Participate in external events and seminars as necessary.

Qualification and profile

- University degree (preferably public administration /regional policies, geographer, business administration and related fields);
- Solid administrative skills and a passion for accurate documentation and filing;
- Well anchored knowledge of the Baltic Sea region's political, economic and social systems including experience of working with public administrations in Baltic Sea region countries; proven experience of working with public administrations in Nordic Countries is a competitive advantage;
- Completely fluent in verbal and written English;
- Command of at least one of the Nordic languages (Danish, Finnish, Swedish, Norwegian) is a strong competitive advantage;
- Experience with the administration of EU Structural Funds;
- Computer literacy
- Ready to fit in with the international JTS team.

Conditions of employment

The place of employment will be Rostock/ Germany. The job is a full-time position. It is not based on public or collective employment contracts. The legal basis is the German Labour Code. Investitionsbank Schleswig-Holstein will issue the employment contract and manage all related social tax and insurance issues. The annual gross salary will depend on qualification and experience. The job can be started as soon as possible

and will preliminary end on 31 December 2015 depending on the employment conditions for the successor Baltic Sea Region Programme.

What do we offer?

Our working style is based on information, interaction and participation. Everybody matters. We like flat hierarchies and we trust people. You will not make a fortune but our aim is to make you feel respected and valued. We have established a feed-back culture and care for individual development plans. Investitionsbank Schleswig-Holstein is seeking to implement part-time models accommodating family needs and job requirements.

How to apply?

Applications include a CV, a motivation letter, and an application sheet, all to be completed in the English language and in electronic version. **Send to: jobs@eu.baltic.net by Thursday, 29.08.2013.** Contact: Eeva Rantama (tel: +49 381 454845254, eeva.rantama@eu.baltic.net) and Ronald Lieske (tel: +49 381 454845284, ronald.lieske@eu.baltic.net).

Candidates might be contacted via telephone. Successful candidates will be invited to a job interview in September 2013.