

## Baltic Sea Region Programme 2007 – 2013, Joint Technical Secretariat

South Baltic Programme,  
Contact Point Mecklenburg-Vorpommern

INTERREG IVC, Info Point North

### - Programme Assistant -

#### **Background:**

During the EU Structural Funds' period 2007-2013 the Investitionsbank Schleswig-Holstein is hosting managing bodies for three different European Territorial Cooperation (ETC) programmes at its branch office in Rostock. The main functions is to manage and administer the transnational Baltic Sea Region Programme 2007-2013. In addition two Contact/Info Points are operated at the Rostock office: the regional Contact Point for Mecklenburg-Vorpommern for the cross-border South Baltic Programme and the Info Point for Northern Europe for the Europe-wide interregional cooperation programme INTERREG IVC. Members of staff are international. English is the official working language. At the same time the South Baltic Contact Point communicates to applicants, project partners and programme stakeholders from Mecklenburg-Vorpommern in German.

As small self-supporting units, the office is looking for a Programme Assistant to support the present staff in their daily work during the current peak season of programme implementation.

#### **The tasks of Programme Assistant shall include:**

- Assisting the staff of the Joint Technical Secretariat for the Baltic Sea Region Programme 2007-2013 in carrying out administrative tasks, like registering applications and progress reports, checking the technical correctness of the received files, filing documents, updating overview tables and statistics;
- Acting as deputy to the South Baltic Contact Point Adviser, e.g. by attending meetings on programme level, presenting the programme at regional events, attending events organised by the approved projects, answering questions about the programme by email and phone, helping to organise events, conferences, seminars and project consultations;
- Supporting the INTERREG IVC Info Point Advisers, e.g. by answering questions about the programme by email and phone, helping to organise regional and national events, assisting with communication and dissemination activities;
- Responding to general public requests directed to the Contact/Info Points;
- Carrying out general office work as daily in/out post mailings, photocopying, electronic and hard copy file-keeping;
- Additional tasks defined by the team leaders.

## Qualifications and Profile:

- Relevant university degree or other relevant qualification;
- Professional experience related to EU funded programmes or projects;
- Professional experience related to carrying out administrative tasks;
- Good communication skills;
- Self-motivated and good ability to organise own working environment;
- Quick understanding of complex procedures;
- Fluent in English and German in speaking and writing;
- Computer literacy: MS Office including Word, Excel and PowerPoint, Internet.

## Conditions of Employment:

A full-time (39 hours/week) employment contract will be concluded with Investitionsbank Schleswig-Holstein. The annual gross salary before taxes will start at 30,000 EUR depending on background, qualification and experience. Duration of contract will be 2 years (the first 3 months are probationary period). The position should be filled in the beginning of 2011.

Candidates are requested to fill in the Application Sheet for the position of the Programme Assistant and send it together with a CV and a short motivation note by e-mail to: [info@eu.baltic.net](mailto:info@eu.baltic.net).

**Closing date is 25 November 2010.** Successful candidates will be invited for a personal interview in Rostock during the week 6-10 December 2010.

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More information about the funding programmes can be obtained from the following websites:

- Baltic Sea Region Programme 2007 -2013: <http://eu.baltic.net/>
- South Baltic Programme: <http://en.southbaltic.eu/index/>
- INTERREG IVC: <http://i4c.eu/>

If you have any questions about the vacancy please contact:

- Ronald Lieske: [rl@eu.baltic.net](mailto:rl@eu.baltic.net), +49-381-454845284 or
- Eeva Rantama: [er@eu.baltic.net](mailto:er@eu.baltic.net), +49-381-454845254.