



## South Baltic Cross-border Co-operation Programme 2007-2013

### RECRUITMENT

The South Baltic Cross-border Co-operation Programme 2007-2013 promotes cross-border cooperation and strengthens the sustainable development of the South Baltic area through joint actions increasing its competitiveness and enhancing integration among people and institutions. The participating regions in the South Baltic Programme are situated in Denmark, Germany, Lithuania, Poland and Sweden.

To administrate the Programme, the Managing Authority (Ministry of Regional Development of Poland) will set up a Joint Technical Secretariat (JTS) and is looking for candidates to fill the following job positions:

1. **Reference: JTS – SB/01/08: Head of the JTS**
2. **Reference: JTS – SB/02/08: Programme Officer**
3. **Reference: JTS – SB/03/08: Financial Officer**
4. **Reference: JTS – SB/04/08: Project Manager**
5. **Reference: JTS – SB/05/08: Project Manager**
6. **Reference: JTS – SB/06/08: Information Officer**
7. **Reference: JTS – SB/07/08: Office Assistant**

*The Joint Technical Secretariat (JTS) is responsible for the day-to-day programme management, supplies potential applicants with information, provides advice during the application process and accompanies the applicants until the project is finished. The JTS assists, the Managing Authority (MA), the Certifying Authority (CA), the Audit Authority (AA), the Monitoring Committee (MC) and the Steering Committee (SC) in carrying out their respective duties.*

The Joint Technical Secretariat will be located in **Gdańsk, Poland**.

Candidates for all positions should be able to demonstrate strong organizational, IT, communication and interpersonal skills and have the ability to handle a wide and varied workload.

Candidates are expected to have thorough understanding of economic, social and physical development issues at EU, national, regional and local level of the Programme area.

#### **Terms of employment**

The positions are based on a full-time contract under Polish law. The positions are linked with the programming period of the South Baltic Cross-border Co-operation Programme.

The Programme implementation starts in 2007 and lasts until the end of 2015.

#### **Salaries**

The competitive salary will be related to qualifications, experience, and most importantly, the costs generated by the fact of living abroad.

#### **APPLICATION:**

Interested applicants for above positions should submit the following:

1. Curriculum Vitae with a passport-size photograph.
2. A cover letter in English of no more than two pages, briefly describing the suitability of the candidate for the position in relation to the tasks and qualifications relevant to the post; moreover, please declare the Reference number on the cover letter.
3. Proof of education (translated into English), professional experience and language knowledge (verified copy).

4. The following signed statement: I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Act on Personal Data Protection (Dz. U. nr 133, poz.883 of 21 August 1997).

All the documents shall be submitted in English.

Applications should be sent by mail to the following address:

Cooperation Fund Foundation  
Dział Kadr i Płac  
ul. Górnośląska 4A  
00-444 Warszawa  
POLAND

Please declare on the envelope the Reference Number.

Moreover, the cover letter should be also send by e-mail to the following address:  
[rekrutacja.southbaltic@cofund.org.pl](mailto:rekrutacja.southbaltic@cofund.org.pl)

**THE CLOSING DATE FOR ABOVE POSITIONS: 11 April 2008.**

**Interviews with short listed candidates will be held in the middle of April 2008 in Gdańsk.**

**For further questions or information please contact Krystyna Bidwell-Porębska – e-mail address:**  
[rekrutacja.southbaltic@cofund.org.pl](mailto:rekrutacja.southbaltic@cofund.org.pl)

**Reference: JTS – SB/01/08: Head of the JTS**

***Responsibilities of the Head of the Joint Technical Secretariat for the South Baltic Programme***

The **Head of the JTS** bears overall responsibility for the work of the JTS. He/she ensures that all the tasks of the JTS laid down in the South Baltic Operational Programme are completed in due time and with proper quality. The head also supervises if the JTS works in line with all EU and national regulations and Programme procedures.

***Example tasks of the Head of the Joint Technical Secretariat***

- co-ordinating and prioritizing the tasks of the JTS and organizing its daily work;
- providing Programme management support;
- co-ordinating staffing and motivating the JTS staff in the pursuance of the defined objectives;
- providing technical support for the Monitoring Committee and the Steering Committee, incl. participation at the MC and SC meeting;
- ensuring that necessary Programme and/or project documentation (minutes, reports, etc) are prepared;
- developing and maintaining effective relationship with the different stakeholders of the Programme at national, regional or local level;
- co-ordinating the project assessment procedure;
- holding the responsibility to prepare individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting projects results;
- co-ordinating, together with the MA, the development and implementation of the communication plan for the Programme;
- ensuring efficient and rapid information flow between the implementation bodies of the Programme and project implementation, as well as reporting about the progress in Programme implementation;
- representing the South Baltic Cross Border Co-operation Programme at different Programme events, working meetings, as well as any other meeting at the EU, national, regional, and local levels;

- coordinating the organization of events (training seminars, workshops, conferences, etc) related to the issues of the Programme;
- coordinating the works (incl. division of tasks) of the Contact Points located in Denmark, Germany, Lithuania, and Sweden;
- performing other relevant duties deriving from the management of the Programme.

***Profile and qualifications of the Head of the Joint Technical Secretariat***

**Education and professional experience**

- university degree;
- at least 4 years of experience in EU funded Programme implementation (preferably INTERREG, Structural Funds, Phare CBC);
- at least 2 years of experience in team leading;
- experience in financial management;
- experience in working in an international environment;
- ability to work in stress conditions.

**Competencies**

- thorough knowledge of European Union regional policy;
- in-depth knowledge of the social and economic features of the South Baltic Programme area;
- ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- analytical, problem-solving and good negotiation and communication skills.

**Languages**

Fluent in spoken and written English and in one language of the Programme area. Knowledge of more than one of the Programme area languages more will be considered as an asset.

**Reference: JTS – SB/02/08: Programme Officer**

***Responsibilities of the Programme Officer of the Joint Technical Secretariat***

The **Programme Officer** will be responsible for the implementation of the South Baltic Programme. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues to the applicants.

***Example tasks of the Programme Officer according to the main JTS tasks as defined in the Chapter 11 of the Operational Programme are:***

- providing Programme management support, what includes the preparation and implementation of decision taken in the MC and the SC drafting of minutes, development of programme documents, etc.;
- ensuring that monitoring reports and information on project and programme progress and implementation are provided to the MA, the MC;
- informing the MA and the MC on the Programme implementation;
- facilitating the project generation process (e.g. providing assistance to potential project beneficiaries in their partner search and the development of their project ideas);
- analyzing and appraising project applications;
- providing technical support during the project application phase;
- supporting of the project applications assessment submitted during calls for proposals and preparing the list of projects (with recommendations for approval) and then the respective decisions of the Steering Committee;
- coordinating preparation individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting project results;

- informing the MA/MC if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other problem requires resolution;
- preparing annual reports to the European Commission;
- being actively involved in the implementation of Programme support activities, incl. participating and contribute to project/Programme seminars and conferences as appropriate;
- co-ordinating the maintenance of the Programme database.

***Profile and qualifications of the Programme Officer of the Joint Technical Secretariat***

**Education and professional experience**

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or other related field;
- at least 2 years of experience with the administration of Structural Funds and/or EU programme / or international project implementation (preferably INTERREG, Structural Funds, Phare CBC);
- experience in financial management of projects co-financed from the EU;
- experience in working in an international environment;
- ability to work in stress conditions,
- driving license.

**Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills.

**Languages**

Fluent in spoken and written English. Knowledge of at least one of the Programme area languages more will be considered as an asset.

**Reference: JTS – SB/03/08: Financial Officer**

***Responsibilities of the Financial Officer of the Joint Technical Secretariat***

The **Financial Officer** will be responsible for the financial monitoring of the South Baltic projects. The Officer will be in charge of providing advice and information on implementation, reporting and budgetary issues to the applicants and coordinating financial issues on the Programme level.

***Example tasks of the Financial Officer according to the main JTS tasks as defined in the Chapter 11 of the Operational Programme are:***

- being responsible for financial management of the Programme;
- acting as a contact person and advisor for financial aspects of the projects co-financed by the Programme, providing support and advice to the Lead Beneficiaries, concerning contract implementation, eligibility of expenditure and financial reporting;
- analyzing and appraising project applications;
- preparing individual Subsidy Contracts for approved projects;
- analysing, capitalising and promoting project results
- collecting and reviewing financial reports submitted by the project partners;
- advising the Lead Beneficiaries if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- managing major budget reallocations in the projects;

- reporting on financial progress of the projects, in order to allow financial monitoring at Programme level;
- assisting in the technical implementation of the Programme;
- preparing input to the annual implementation report;
- assisting in servicing to Monitoring and Steering Committees;
- providing Programme management support, what includes the preparation and implementation of decision taken in the MC and the SC drafting of minutes, development of Programme documents, etc.;
- maintaining of the Programme database;
- participating and contributing to information and promotion activities (eg. training seminar, workshops, partner search forums).

### ***Profile and qualifications of the Financial Officer of the Joint Technical Secretariat***

#### **Education and professional experience**

- university degree, preferably in Finances, Economics, European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or related field;
- at least 2 years of experience with the financial administration of Structural Funds and/or EU Programme/ or international project implementation (preferably INTERREG, Structural Funds, Phare CBC);
- experience in working in an international environment;
- ability to work in stress conditions.

#### **Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills;
- experience in financial management and budgeting, preferably in cross-border, transnational and interregional co-operation programmes (will be considered as an asset).

#### **Languages**

Fluent in spoken and written English. Knowledge of at least one of the Programme area languages more will be considered as an asset.

### **Reference: JTS – SB/04/08: Project Manager (from the middle of May 2008)**

#### ***Responsibilities of the Project Manager of the Joint Technical Secretariat***

The **Project Manager** will be responsible for the monitoring of a portfolio of the South Baltic projects. The Manager will be in charge of providing advice and information on implementation, reporting and budgetary issues. The general tasks at this post are those associated with this role, such as project assessment and project monitoring.

#### ***Example tasks of the Project Manager according to the main JTS tasks as defined in the Chapter 11 of the Operational Programme are:***

- facilitating the project generation process (e.g. providing assistance to potential project beneficiaries in their partner search and the development of their project ideas);
- providing technical support during the project application phase;
- analyzing and appraising project applications;

- assessing project applications submitted during calls for proposals and preparing the list of projects (with recommendations for approval) and then the respective decisions of the Steering Committee;
- preparing individual Subsidy Contracts for approved projects;
- acting as a contact person and advisor for all the aspects of the selected projects, providing support and advice to the Lead Beneficiaries, concerning contract implementation;
- advising the Lead Beneficiary if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- collecting and reviewing progress reports submitted by the project partners;
- providing monitoring reports and information on project and programme progress and implementation to the MA, the MC;
- analysing, capitalising and promoting project results;
- assisting with the technical implementation of the Programme;
- preparing of annual reports to the Commission;
- providing Programme management support, what includes the preparation and implementation of decision taken in the MC and the SC drafting of minutes, development of programme documents, etc.;
- being actively involved in the implementation of other Programme support activities like partnership search events or quality forums, incl. participating and contributing to project seminars and conferences as appropriate;
- organising and contributing to Lead Beneficiary seminars concerning legal and financial matters;
- maintaining of the Programme databases.

***Profile and qualifications of the Project Manager of the Joint Technical Secretariat***

**Education and professional experience**

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or other related field.
- at least 2 years of experience with the administration of Structural Funds and/or EU programme/ or international project implementation (preferably INTERREG, Structural Funds, Phare CBC);
- experience in working in an international environment;
- ability to work in stress conditions.

**Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills.

**Languages**

Fluent in spoken and written English. Knowledge of at least one of the Programme area languages more will be considered as an asset.

**Reference: JTS – SB/05/08: Project Manager (from the middle of May 2008)**

***Responsibilities of the Project Manager of the Joint Technical Secretariat***

The **Project Manager** will be responsible for the monitoring of a portfolio of the South Baltic projects. The Manager will be in charge of providing advice and information on implementation, reporting and budgetary issues. The general tasks at this post are those associated with this role, such as project assessment and project monitoring

***Example tasks of the Project Manager according to the main JTS tasks as defined in the Chapter 11 of the Operational Programme are:***

- facilitating the project generation process (e.g. providing assistance to potential project beneficiaries in their partner search and the development of their project ideas);
- providing technical support during the project application phase;
- analyzing and appraising project applications;
- assessing project applications submitted during calls for proposals and preparing the list of projects (with recommendations for approval) and then the respective decisions of the Steering Committee;
- preparing individual Subsidy Contracts for approved projects;
- acting as a contact person and advisor for all the aspects of the selected projects, providing support and advice to the Lead Beneficiaries, concerning contract implementation;
- acting as a contact person and advisor for financial aspects of the projects co-financed by the Programme, providing support and advice to the Lead Beneficiaries, concerning contract implementation, eligibility of expenditure and financial reporting;
- advising the Lead Beneficiary if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- managing major budget reallocations in the projects;
- reporting on financial progress of the projects, in order to allow financial monitoring at Programme level;
- collecting and reviewing progress reports submitted by the project partners;
- providing monitoring reports and information on project and programme progress and implementation to the MA, the MC;
- analysing, capitalising and promoting project results
- assisting with the technical implementation of the Programme;
- preparing annual reports to the Commission;
- providing Programme management support, what includes the preparation and implementation of decision taken in the MC and the SC drafting of minutes, development of programme documents, etc.;
- being actively involved in the implementation of other Programme support activities like partnership search events or quality forums, incl. participating and contributing to project seminars and conferences as appropriate;
- organising and contributing to Lead Beneficiary seminars concerning legal and financial matters;
- maintaining of the Programme databases.

### ***Profile and qualifications of the Project Manager of the Joint Technical Secretariat***

#### **Education and professional experience**

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration or other related field.
- at least 2 years of experience with the administration of Structural Funds and/or EU programme/ or international project implementation (preferably INTERREG, Structural Funds, Phare CBC);
- experience in working in an international environment;
- ability to work in stress conditions.

#### **Competencies**

- excellent computer skills are required with respect to MS Office;
- ability to propose solutions for transnational administrative procedures related to the Programme management, including legal settings, audit and control requirements;
- excellent analytical skills;
- experience in financial management and budgeting, preferably in cross-border, transnational and interregional co-operation programmes will be considered as an asset.

#### **Languages**

Fluent in spoken and written English. Knowledge of at least one of the Programme area languages more will be considered as an asset.

### **Reference: JTS – SB/06/08: Information Officer**

#### ***Responsibilities of the Information Officer of the Joint Technical Secretariat***

The Information Officer will assist the Head of the JTS in fulfilling tasks in the fields of information, publicity and coordination.

#### ***Example tasks of the Information Officer according to the main JTS tasks as defined in the Chapter 11 of the Operational Programme are:***

- promoting and providing information about the Programme and its objectives;
- drafting of the annual Information and Publicity Plan for the Programme;
- being responsible for implementation of the Communication Plan and annual information plans;
- being responsible within the JTS for information and promotion activities (those to be carried out by the JTS alone and those to be carried out in co-operation with other institutions involved in the Programme implementation, especially Contact Points and Regional Contact Points for Poland);
- being responsible for management, development, and maintenance of the Programme's website;
- assisting in arranging/monitoring outside-events in connection with TA activities (meetings, forums, presentations);
- administrating of calls for proposals/jobs/services applications (printing of information material, advertisements, calls for project proposals etc.);
- advising Lead Beneficiaries and other programme actors regarding opportunities and obligations for information and publicity;
- promoting project results;
- assisting the compilation and distribution of information material (leaflets, press releases);
- organising and contribute to Lead Beneficiary seminars;
- organising project/Programme seminars and conferences as appropriate;
- being actively involved in the implementation of other Programme support activities like partnership search events or quality forums;
- assisting and contributing to the drafting of the annual progress reports to the EC;
- co-ordinating works of the Contact Points and Regional Contact Points for Poland in their respective duties.

#### ***Profile and qualifications of the Information Officer of the Joint Technical Secretariat***

##### **Education and professional experience**

- university degree, preferably in European Studies, Political Studies, International Relations, Law, Regional Development, Public Administration, Public Relations or other related field.
- at least 2 years of experience with the administration of Structural Funds and/or EU programme/ or international project implementation (preferably INTERREG, Structural Funds, Phare CBC);
- experience in working in an international environment;
- ability to work in stress conditions.

##### **Competencies**

- excellent computer skills, including MS Office, Corel, Internet;
- experience in information and promotion activities, preferably in cross-border, transnational and interregional co-operation programmes (will be considered as an asset);
- very good communication skills;
- creative and problem-solving oriented;

- driving license.

### **Languages**

Fluent in spoken and written English. Knowledge of at least one of the Programme area languages more will be considered as an asset.

### **Reference: JTS – SB/07/08: Office Assistant**

#### ***Responsibilities of the Office Assistant of the Joint Technical Secretariat***

The Office Assistant will provide support to the JTS administration.

***Example tasks of the Office Assistant according to the main JTS tasks as defined in the Chapter 11 of the Operational Programme are:***

- ensuring the secretarial support to the whole JTS;
- managing office supply and liaise with local and international suppliers, etc.;
- organising JTS missions, travel and accommodation;
- being responsible for files keeping and archives;
- contributing to editing relevant documents;
- supporting to the organization of Programme/JTS meetings.

#### ***Profile and qualifications of the Office Assistant of the Joint Technical Secretariat***

##### **Education and professional experience**

- university degree;
- at least 2 years of experience in an office administration in an international environment;
- knowledge of European Union regional policy, especially cross-border cooperation programmes (INTERREG, European Territorial Cooperation);
- experience in working in an international environment with different administrative traditions;
- ability to work in stress conditions.

##### **Competencies**

- excellent computer skills, including MS Office, Internet;
- experience in office administration;
- very good communication skills;
- creative and problem-solving oriented.

### **Languages**

Fluent in spoken and written English. Knowledge of at least one of the Programme area languages more will be considered as an asset.