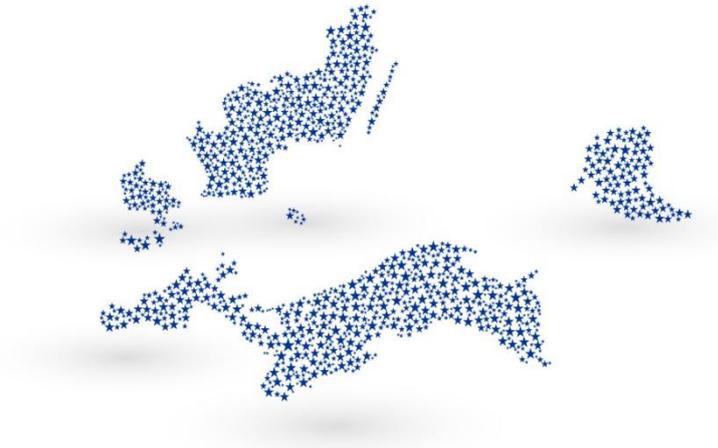




CENTRUM PROJEKTÓW  
EUROPEJSKICH



**Vacancy announcement**  
**for Project Officer at the Joint Secretariat of the Interreg South Baltic**  
**Programme in Gdańsk/Poland**  
**(a short term contract till 31 March 2019 with a possible extension)**  
**Reference: JS-SB/01/2018**

## 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. For further information, please visit the website of the Programme: [www.southbaltic.eu](http://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 JS 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. 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](http://www.cpe.gov.pl). The Programme's language is English.

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 out 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 junior **Project Officer**, enthusiastic to join a small dynamic team in an international environment. An ideal candidate would be interested and competent in transport issues and policies relevant in the South Baltic area or in the whole Baltic Sea region. With the support of the team of Project Officers, the he/she 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.

### 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 do we offer?

The selected candidate will be recruited at the earliest possible date and should preferably be ready to start in September 2018. He/she 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 selected candidate will be offered a full-time employment contract under Polish law with a fixed duration until 31 March 2019. It is possible that an extension of the contract duration may be offered in the early 2019.**

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.

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). For more information about the working conditions and social benefits, please consult the attached additional information (A1).

## Requirements

### Essential qualifications

- a university degree;
- professional experience of at least six months in working with projects supported by the EU;
- well-developed communication, presentation and analytical skills;
- fluency and eloquence in English language (both written and spoken);
- excellent computer skills with regard to MS Office software;
- teamwork skills and customer-oriented approach.

### Additional assets

- interest, knowledge and competence in transport issues and transport policies relevant in the South Baltic area or in the whole Baltic Sea region, allowing to monitor and assist projects under Priority Axis 3, Improving cross-border connectivity for a functional blue and green transport area;
- 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;
- good command of at least one of the following languages: Danish, German, or Swedish;
- 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 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 Project Officer 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 Center of European Projects 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 29 August 1997 – Journal of Laws of the Republic of Poland of 2016, item 922 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).I agree”.*



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. the Ministry of Investment and Economic Development in 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!**

## Submission

Applications stating the reference number given above, including all required documents, must be submitted in English **by email till 25 July 2018, 24:00 CET**, to the following email addresses of the Center of European Projects / Joint Secretariat: [rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl) and [igor.kaniecki@southbaltic.eu](mailto:igor.kaniecki@southbaltic.eu).

## 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 6-7 August in Gdańsk or Warsaw** (tbc).
- The selected 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 the attached additional information (A1) or contact us at [rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl).
- 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](mailto:iod@cpe.gov.pl) or at [southbaltic@southbaltic.eu](mailto: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 Investment and Economic Development in 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>.