

## Vacancy Announcement (closing date: 26 May 2021)

### Team Assistant (m/f/d) (full-time, at present until 31.12.2023) at the Managing Authority/Joint Secretariat (MA/JS) of the EU financed Programme Interreg Baltic Sea Region

We are looking for a Team Assistant at the MA/JS team in Rostock/Germany. We need you to support our team to administer applicants and projects for transnational cooperation in our funding Programme for the Baltic Sea region. We have established an online system – called BAMOS – to manage applications and approved projects. If you are a well-organised person who is interested to help people make best use of the system, and to coordinate requests from project applicants to our MA/JS experts, we will be pleased to welcome you in our team, at our office in downtown Rostock.

Our MA/JS team is international, and communicates in English. We are committed to European cooperation. You will work closely with people from all around the Baltic Sea and elsewhere in Europe. Our projects are our clients. They address common challenges in the Baltic Sea region in different fields like sustainable use of water and other natural resources, fostering innovations and greener and safer transport solutions. We help organisations work together as if there were no borders. In this way, we ensure that their ideas are put into practice to improve the life of all citizens around the Baltic Sea. Our work is based on the principles of transparency, accountability and predictability. Our job is to make sure that best use will be made of European taxpayers' money: [www.interreg-baltic.eu](http://www.interreg-baltic.eu).

#### Specific responsibilities of this position

- Support to the BAMOS user helpdesk: Assist project applicants to use BAMOS, e.g. help users manage their accounts, answer questions and provide guidance,
- Provision of internal overviews in MS Excel: Prepare and update overviews and statistics generated by BAMOS,
- Support to the registration and admissibility check of project applications: Check data submitted, and contact lead applicants to make sure that data is correct and complete,
- Support to the time planning of MA/JS staff: When lead applicants/projects need advice and consultation from our team, coordinate those requests and prepare a time-table for MA/JS experts,
- Support to the documentation: File online and paper documents provided by applicants and project partners, ensure that the project documentation at the MA/JS is complete,
- Support to the organisation of events/seminars: Give administrative support in organisation of events/seminars, regardless if they take place online, offline or hybrid,
- Support to the office management: Take care of the office management tasks at the MA/JS front office when needed.

## Expected qualifications and profile

- Practical work experience on the type of tasks described above;
- Solid administrative skills and a passion for accurate documentation and filing;
- Good team worker, helpful and service-minded;
- Curious and willing to learn new competencies;
- Good command of English and German;
- Proficiency in applying MS office applications, further interest and skills in IT tools.

## Terms of employment

The position will be a full-time contract (39 working hours a week) based on German employment law. A part-time position is possible as well. A part of the job can be done by teleworking after the training-on-the-job period will have been concluded successfully. You will report to the team leader project unit, and the MA/JS director. The employer will be Investitionsbank Schleswig-Holstein (IB.SH) as hosting institution of the Managing Authority/Joint Secretariat. Place of employment will be the main office in Rostock, Germany. The contract duration will be until the end of 2023, a prolongation is envisaged. The competitive annual gross salary is depending on qualification and experience.

## Application and selection procedure

Applications have to be submitted electronically in **English by 26 May 2021**, to the following email address: [jobs@interreg-baltic.eu](mailto:jobs@interreg-baltic.eu)

Applications have to include the following documents:

- Motivation letter (1 page),
- CV based on Europass standard template (<https://europa.eu/europass/en/create-europass-cv>)
- Recruitment Application Sheet (available for download at: [www.interreg-baltic.eu](http://www.interreg-baltic.eu))

These documents will constitute the basis for selecting candidates for job interviews. **Interviews are planned for early June 2021**. Candidates might be contacted by telephone/online meeting tools during the selection process.

The selected candidate is expected to start in September 2021 (preferably).

## Contact

Marta Ślęzak-Warszycka, Senior Project Officer/Deputy Team Leader Project Unit (phone: +49 381 45484 5293, [marta.slezak-warszycka@interreg-baltic.eu](mailto:marta.slezak-warszycka@interreg-baltic.eu)) and Thomas Weber, Team Leader Finance Unit (phone +49 381 45484 5287, [thomas.weber@interreg-baltic.eu](mailto:thomas.weber@interreg-baltic.eu))