

Vacancy for a "Project Officer" at the Joint Technical Secretariat's Rostock office – Closure date: 30 May 2011

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 (<http://eu.baltic.net>).

The countries involved have designated the German Investitionsbank Schleswig-Holstein as joint managing authority. The "Joint Technical Secretariat" (JTS), is the focal point of implementation. Its main office is located in Rostock/Germany, and a branch office has been established at Riga/Latvia. For staff of the Rostock office, the Investitionsbank Schleswig-Holstein acts as employer.

The JTS includes about 18 staff. In addition, the Rostock Office hosts two Info Points for related EU territorial co-operation programmes. The JTS is headed by a director. JTS staff is international. English is the official programme language. Project officers form the JTS "Project Team" that is managed and led by a team leader.

We are looking for a new colleague with several years of relevant professional experience supporting the implementation of transnational projects, in particular the monitoring of projects' implementation. The job can be started as soon as possible and will end on 31 December 2013.

Main tasks include:

- Monitoring the project implementation and finalisation by means of checking progress reports, supported by operating the project database, and ensuring the follow-up of outstanding issues;
- In close cooperation with the JTS finance officers providing general advice, support and information to project partners on project implementation, reporting, budgetary and payment issues;
- In close cooperation with the JTS finance officers managing requests from projects on changes in set-up, finances, timing etc.;
- Contributing to the preparation of the Monitoring Committee meetings, related task force meetings, and, as appropriate, written decision-making procedures;
- Designing and implementing of targeted project seminars, assisting the communication officers in information and communication activities, preparing information for the programme's website;

Required personal profile:

- University degree (preferably public administration /regional policies, geographer, business administration and related fields);
- Good administrative skills;
- Good knowledge of the Baltic Sea region including experience of working with public administrations in Baltic Sea region countries, proven experience of working with public administrations in Nordic Countries is of advantage;

- Fluent in English in speaking and writing, knowledge of at least one of the Nordic languages (Danish, Finnish, Swedish, Norwegian) is a strong advantage;
- Proven experience with the administration of Structural Funds,
- Computer literacy: MS Office including Excel, PowerPoint, Internet.

The employment contract will be concluded under German law with Investitionsbank Schleswig-Holstein. The annual gross salary will depend on qualification and experience. The programme language is English. The employment is based at the Joint Technical Secretariat's Rostock office.

Candidates are requested to send their CV and a Motivation Letter by e-mail to: info@eu.baltic.net. **Closing date is 30 May 2011.** Successful candidates will be invited for a personal interview in Rostock, preliminary dates: 20-21 June 2011.

More information can be obtained via e-mail or by phone from: Eeva Rantama, er@eu.baltic.net or +49-381-454845254.