|  |
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| *Disclaimer*  Template for a job description/task description  *This template was prepared by the Managing Authority/Joint Secretariat (MA/JS) of Interreg Baltic Sea Region in order to provide an example of a job description/task description that could be used by the project partners to document the staff cost co-financed by the Programme.*  *This template is voluntary and may be used in full or partly, adopted or adjusted to the specific needs of the project partner.*  *The use of this template is on the responsibility of the project partner only. The MA/JS strongly recommends that each project partner consults it with a legal department/advisor of the project partner or its first level controller, in order to make sure that its content or form is not contradicting any national law or institutional internal rules.* |

**JOB DESCRIPTION/TASK DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EMPLOYEE DATA** |  | **EMPLOYER DATA** |
| Title: |  | Institution/company name: |  |
| Name: |  | Address: |  |
| Surname: |  | Postcode & City: |  |
| Position/job title: |  | Country: |  |

|  |  |
| --- | --- |
| List of the major tasks and/or responsibilities in the project #ProjectAcronym# co-financed by Interreg Baltic Sea Region: | |
| 1 |  |
|  |  |
| 2 |  |
|  |  |
| 3 |  |
|  |  |
| 4 |  |
|  |  |
| 5 |  |
|  |  |
| … |  |

Working time[[1]](#footnote-1) :

Full time - 100% of the working time is dedicated to the project

Part time - flexible number of hours worked per month is dedicated to the project[[2]](#footnote-2)

|  |  |  |
| --- | --- | --- |
| Year | Month | Number of hours |
| YYYY | MMM | XXX |
|  |  |  |
|  |  |  |
|  |  |  |

Part time - XX% of the working time is dedicated to the project.

Task description and dedicated working time is valid

|  |  |
| --- | --- |
| from: | DD/MM/YYYY |
|  |  |
| until: | DD/MM/YYYY |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee's signature |  | Employer's signature |
|  |  |  |
|  |  |  |
|  |  | Name of the employer representative |
|  |  |  |
|  |  |  |
|  |  | Position of the employer representative |

1. Please select one option. If the method of annual hourly rate or contracted hourly rate is chosen, the working time does not have to be specified. [↑](#footnote-ref-1)
2. In case that calculation of eligible staff cost will be based on monthly working time the project partner can specify the total monthly working time that the employee is allowed to work (according to the employment document or labour law) expressed in hours in the table below. [↑](#footnote-ref-2)