

Project Officer (m/f/d)

at the Managing Authority/Joint Secretariat (MA/JS) of the EU Programme Interreg Baltic Sea Region

Do you want to become a Project Officer at the MA/JS team in Rostock/Germany? We need you to strengthen our Project Team in advising, assessing, monitoring and supervising transnational cooperation projects. If you are interested in development of the Baltic Sea region and transnational cooperation and have proven work experience in EU funded programmes or projects, preferably in a country bordering the Baltic Sea, we will welcome you in our team of experts.

Who are we?

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

You will experience an interesting transition time during which we will continue supporting still ongoing projects of the funding period 2014-2020 and taking stock of their achievements. At the same time, we will proceed with the preparations for the next funding period 2021-2027, including development of tools and procedures and guidance to applicants for the first calls for applications.

What are the responsibilities?

- Support applicants and project partners regarding any questions on project development, application, implementation and reporting; participate in programme and project events.
- Assess applications as well as contracting of approved projects.
- Monitor of the implementation of projects by checking progress reports, in particular the achievement of the planned outputs – all done digitally through our electronic programme monitoring system “BAMOS/BAMOS+”.
- Manage requests from projects on changes in set-up, budget, partnership, timing, or any other question that may arise.
- Contribute to all other activities of the MA/JS team, in particular, collect information about projects' outcomes and assist in information and communication activities, prepare reports statistics and other materials, support team in finding new solutions.

We are hiring (Call open until 1 Dec 2021)

What do we expect?

- University degree in a relevant field, e.g. public administration, regional policies/planning, geography, business administration;
- Relevant work experience with EU funded projects, experience with international cooperation programmes or projects is an advantage;
- Knowledge of the Baltic Sea Region including experience of working with public administrations in Baltic Sea region countries is an advantage;
- Fluency in oral and written English, command of any other language of the Baltic Sea region is an advantage.
- Team player and communication skills;
- Solid administrative skills and a passion for accurate documentation and filing;
- Proficiency in applying MS office applications.

What do we offer?

The position will be based on a full-time contract (39 working hours a week) based on German employment law. A part of the job can be done by teleworking. You are expected to work at least 60% in the office and up to 40% from home every week. 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 is envisaged until the end of 2027 (subject to the approval of the programme by the European Commission). The competitive annual gross salary depends on your qualification and practical experience.

How to apply?

Applications have to be submitted electronically in **English by Wednesday, 1 December 2021, 22:00 (CET)**, to the following email address: jobs@interreg-baltic.eu

Applications have to include the following documents:

- Motivation letter (one page),
- CV based on Europass standard template, (<https://europa.eu/europass/en/create-europass-cv>)
- Recruitment Application Sheet (<https://interreg-baltic.eu/jobs>)

These documents will constitute the basis for selecting candidates for job interviews. **Interviews are planned for December 2021.** We might contact candidates by telephone/online meeting tools during the selection process.

The selected candidate is expected to start in early 2022.

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Contact

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