

## South Baltic Cross-border Co-operation Programme 2007-2013

### NEW CALL IS OPEN

**Until Monday, 30 January 2012**

### Information/Communication Manager recruitment in the Joint Technical Secretariat in Gdańsk/Poland

**Nr ref.: JTS-SB/01/12**

#### **Background:**

The South Baltic Cross-border Co-operation Programme 2007-2013 promotes cross-border cooperation and strengthens the sustainable development of the South Baltic area through joint actions increasing its competitiveness and enhancing integration among people and institutions. The participating regions in the South Baltic Programme are situated in Denmark, Germany, Lithuania, Poland and Sweden.

On behalf of the Managing Authority (Ministry of Regional Development of Poland) of the South Baltic Cross-border Co-operation Programme, the Centre of European Projects (host of the Joint Technical Secretariat (JTS)) is looking for a candidate to fill the JTS position of an **Information/Communication Manager**.

The JTS is responsible for the day-to-day programme management, supplies potential applicants from regions from 5 countries, provides advice during the application process and accompanies the applicants until the project is finished. The JTS assists, the Managing Authority (MA), the Certifying Authority, the Audit Authority, the Monitoring Committee and the Steering Committee in carrying out their respective duties. The JTS should consist of international staff and the working language is English.

The post for international staff member is available in the JTS that is located in **Gdańsk, Poland**.

An ideal candidate is an enthusiastic, open-minded person interested to work in the international environment and to cooperate with different actors from the Programme area, considering differences in the working culture across regions. Communication, interpersonal and organizational skills as well as strong orientation to good quality of service are strongly welcomed. In the JTS staff work as a team, but also with ability to follow independently their own plan and achieve goals. It is also required from the candidate to work under time pressure and to handle a wide and varied workload.



**The purpose of the post** is to develop and manage communication and promotion activities and be responsible for raising awareness of the Programme's results among internal and external actors both within the Programme and in Europe.

Candidate is expected to have thorough understanding of international cooperation (preferably in the Baltic Sea region) and of the regional development issues.

### **Responsibilities of the Information/Communication Manager of the Joint Technical Secretariat**

The **Information/Communication Manager** will cover activities and services provided within the JTS of the South Baltic Cross- border Co-operation Programme 2007-2013 in co-operation with its different bodies involved in the implementation of the Programme. Main tasks will consist of:

- Development of effective communication tools for different target groups;
- Development of relations with the actors connected with the EU Strategy for the Baltic Sea Region (e.g. Priority Area Coordinators, flagship projects, other Programmes);
- Management of the website by contributing to the content via CMS platform;
- Creation of publications, newsletters and other communication materials;
- Organising Programme events, seminars and conferences for beneficiaries and general public;
- Co-operation with the Project Managers, Contact Points, the MA and Lead Beneficiaries on effective promotion of the results;
- Regular and relevant flow of information between different actors involved in the Programme;
- Preparation of the Annual Communication Plans and Reports;
- Planning and monitoring the budget for the communication and promotion activities.

He/she will be actively involved in the implementation of Programme support activities and promotion of the projects incl. drafting of the promotion materials, participating and contributing to project/Programme seminars and conferences as appropriate as well as co-ordinating the maintenance of the Programme database.

The Information/Communication Manager will be also supporting the Project Managers in providing information on implementation, reporting and budgetary issues and will be involved in developing communication tools for presenting results of the implemented projects and the Programme. He/she will also support the Programme Managers in reporting on programme progress to the MA, European Commission and national bodies responsible for regional development.

### **Profile and qualifications of the Information/Communication Manager of the Joint Technical Secretariat**

#### **Education and professional experience:**

- Solid communications background;
- Experience in communication and implementation of communication plans in European Programmes;



- Practical knowledge in website platform techniques and communications tools;
- Skills for preparing materials for events, presentations and publications;
- Experience with the implementation of territorial co-operation programmes or/and international projects (preferably INTERREG) or/and administration of Structural Funds and/or any EU programmes will be considered as an advantage;
- Experience in working in an international environment is an asset;
- Ability to work in stress conditions.

#### **Competencies:**

- Excellent computer skills are required with respect to MS Office; Advanced use of COREL Draw is an asset;
- Ability to propose solutions and tools for promotion of results of cross-border projects/programmes would be an asset;
- Ability to identify overall Programme perspective;
- Excellent communication skills and introducing new approaches;
- Service minded and excellent organisational skill is a must.

#### **Languages:**

- Fluency in spoken and written English is a must. Knowledge of at least one of the Programme area languages will be considered as an asset.

#### **Terms of employment**

The position is based on a full-time contract under Polish law. The position is linked with the programming period of the South Baltic Cross-border Co-operation Programme 2007-2013. The employment contract for the Information/Communication Manager post terminates 31 December 2013.

The employer is the Centre of European Projects in Warsaw (the budgetary state unit of the Ministry of Regional Development of Poland).

#### **Salaries:**

The competitive salary will be related to qualifications, experience and the costs generated by the fact of living abroad.

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#### **APPLICATION:**

Interested applicants for the above position should submit the following:

1. Curriculum Vitae with candidate's signed declaration:



"I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process (in accordance to the Act on the Protection of Personal Data, Journal of Laws of 2002, No 101, item 926 with further amendments)."

2. A cover letter in English of no more than two pages, briefly describing the suitability and experience of the candidate for the position in relation to the tasks and qualifications relevant to the post.

3. Proof of education (only copies of the main documents translated into English), professional experience and language knowledge.

The originals can be provided only on a request during an interview.

4. In case of disabled persons – copy of the medical certificate indicating the level of disability, or copy of equivalent document in accordance with Article 5 or Article 5a of the Act dated 27 of August 1997 about professional and social rehabilitation and employment of disabled people.

#### **SUBMISSION:**

All the documents shall be submitted in English with **reference no: JTS – SB/01/12: Information/Communication Manager.**

Applications should be sent by mail (post stamp issued not later than 30 January 2012) to the following address:

**Joint Technical Secretariat**

**South Baltic Cross-border Co-operation Programme 2007-2013**

**ul. Rzeźnicka 58**

**80-822 Gdańsk**

**Poland**

and by e-mail to [southbaltic@southbaltic.eu](mailto:southbaltic@southbaltic.eu), [rekrutacja@cpe.gov.pl](mailto:rekrutacja@cpe.gov.pl) (should be received by 30 January 2012)

**THE CLOSING DATE FOR THE APPLICATIONS is Monday, 30 January 2012.**

**Only shortlisted candidates will be contacted for an interview that will be held by mid February 2012 in Gdańsk. The travel cost (economy class only) can be reimbursed for the invited candidates.**

**For further questions or information please contact Marta Plichta, Head of JTS,**

**e-mail address: [marta.plichta@southbaltic.eu](mailto:marta.plichta@southbaltic.eu)**

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