



Vacancy announcement

a new call is open until 24 February 2019 for

Head of the Joint Secretariat of Interreg V-A Poland-Denmark-Germany-Lithuania-Sweden (South Baltic) Programme

Reference: JS-SB/1/2019

The South Baltic Programme 2014-2020 in a nutshell

Serving the European Union's objective of „European Territorial Cooperation”, the South Baltic Programme 2014-2020 has been established to unlock the potential for blue and green growth through cross-border cooperation between the coastal regions of Denmark, Germany, Lithuania, Poland and Sweden.

Reaching from coastal tourism and the maritime industries to clean shipping and renewable energies, the Programme supports cooperation for the benefit of economic sectors which are crucial to the future of the South Baltic. In particular, beneficiaries of cross-border actions featuring SME development, sustainable tourism, the uptake of green technologies, sustainable transport, skills development and capacity-building measures for local actors benefit from the available Programme funding of approximately EUR 80m.

Building on the successful implementation of 69 cross-border projects during the Programme's first trial phase between 2008 and 2013, "soft" actions such as networking, transfer of good practices and joint development of innovative solutions remain at the heart of the Programme, thus allowing the participating regions to boost local and regional development without the need to re-invent the wheel.

In current financial perspective (2014-2020) there are already more than 80 projects financed by the Programme. For further information, please visit the website of the Programme: www.southbaltic.eu.

Working in an international environment – the Programme’s Joint Secretariat in Gdańsk, Poland

The Joint Secretariat (JS) is responsible for the day-to-day management of the South Baltic Programme. The team of the Secretariat provides advice to applicants, organises calls for project proposals, assesses submitted funding applications, monitors the progress of running operations and assists the decision-making bodies of the Programme. The JS assists the Managing Authority (MA), the Certifying Authority, the Audit Authority and the Monitoring Committee of the Programme in carrying out their respective duties. The Programme’s working language is English.

Aimed at spreading the word about the benefits of cross-border cooperation, the JS furthermore coordinates the work of Regional Contact Points and ensures the implementation of Programme-wide promotion, communication, dissemination and capitalisation activities and events.

The JS is hosted by the Centre of European Projects, a Polish state-budget unit established by the Minister for Regional Development for the purpose of supporting the implementation of European programmes: www.cpe.gov.pl.

The office is located in the city of Gdańsk, part of the dynamic agglomeration of Tricity (Gdańsk-Sopot-Gdynia) at the Southern shores of the Baltic Sea. Both the city and the region have a lot to offer in terms of culture, science, sports, leisure and entertainment. Gdańsk with its thousand-year history is a meeting point of many cultures and hosts numerous international events such as exhibitions, fairs, concerts or sports events. The neighbouring city of Gdynia is famous for its Open'er festival, and the small town Sopot offers great beaches and extensive nightlife. You can find more about the attractions of the region here:

- <http://pomorskie.travel/en>
- <http://visitgdansk.com/en/>
- <http://www.gdansk.pl/en/about-gdansk>

Who are we looking for?

On behalf of the Managing Authority (Ministry of Investment and Economic Development of the Republic of Poland) of the South Baltic Programme, the Centre of European Projects (host of the Joint Secretariat) is looking for a candidate to fill the JS position of the **Head of the JS**.

An ideal candidate shall be an enthusiastic, open-minded person interested to work in an international environment and to cooperate with different actors from the Programme area, taking into account differences in the working culture across the regions. Organizational, management, communication, and interpersonal skills as well as strong orientation towards high quality of service are required. The candidate shall have an ability to lead the team, plan the work and set objectives. It is also required from the candidate to work under time pressure and to handle wide and varied workload.

What are the duties?

Duties in this post cover the overall responsibility for the functioning of the Joint Secretariat and all its staff (eleven persons). The Head of JS ensures that all tasks delegated to the JS within the Programme are carried out timely and are of the appropriate quality. The Head of the JS also ensures that the JS activities are in compliance with the EU regulations, national law and the rules of the Programme.

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

Main tasks consist of:

- Planning and budgeting the implementation of the Joint Secretariat tasks through annual work plans;
- Coordination of tasks implemented by the JS and organisation of its day-to-day work;
- Coordination of the JS employment, assessment of the JS staff work and motivation of the JS staff in the pursuance of the defined objectives;
- Support to the Programme management and implementation structures (Monitoring Committee, Managing Authority, Certifying Authority, Audit Authority, National Authorities);
- Coordination of the preparation of documents related to the Programme and projects implementation, as well as minutes of the Monitoring Committee and working groups meetings;
- Cooperation with the Programme stakeholders at national, regional and local level in all countries involved in the Programme;
- Coordination of the application and project assessment processes;
- Coordination of preparation and approval of the Subsidy Contracts before sending to the MA;
- Approval of projects' progress reports before sending to the MA and issuing payment requests;
- Coordination of preparation and implementation of Annual Communication Plans;
- Representing the Programme at different Programme and external events as well as working meetings;
- Coordination of organisation of Programme promotional events and events for beneficiaries;
- Ensuring an efficient and rapid information flow among the institutions involved in the Programme implementation;
- Reporting on the Programme implementation, and execution of Programme's budget
- Coordination of activities of the Contact Points;
- Other tasks defined by the MA related to the implementation of the Programme.

What can we offer?

The selected candidate will be offered an opportunity to benefit from working in an international and intercultural environment with various partners involved in the implementation of the Programme and the European Territorial Cooperation (ETC) of the European Union. The position will offer knowledge, experience and a wide range of contacts within the ETC community and beyond.

The Secretariat offers flexible working hours (8 hours/day). The working environment acknowledges performance, teamwork and initiative, accompanied by an open feedback culture. It also provides encouragement for personalised development and training plans and opportunities for occasional get-togethers after working hours.

The selected candidate will be recruited at the earliest possible date. Upon successful completion of the three-monthly probation period, she/he will be offered a full-time contract under Polish law. In the light of the overall living costs in Gdańsk/Poland, the selected candidate will be offered a competitive remuneration package, determined individually based on the candidate's qualifications, experience as well as the costs generated by the fact of living abroad (if applicable). The fringe benefits package includes subsidizing the costs for participation in culture or sport events as well as social benefits for children and holidays and a partly-covered discount card to different sport objects in the city. For more information about the working conditions and social benefits, please consult the attached additional information.

What are the requirements?

Essential requirements:

- Higher education - university degree;
- At least 4 years of professional experience, including at least 1 year of experience at manager's or similar position involving leading and coordination of work of other staff members;
- At least 3 years of experience in managing and/or implementation of the programmes/projects financed by the European Union (*preferable: European Territorial Cooperation - INTERREG, pre-accession funds programmes*);
- Experience in financial management including preparation of annual financial plans and financial settlement;
- Fluency and eloquence in English language (both written and spoken); minimum C1 level.

Desired skills, abilities and competencies:

- Organizational and managerial skills;
- Ability to delegate work and to supervise the JS staff;
- Team leadership skills;
- Negotiation and communication skills;
- Ability to cope with stressful situations;
- Ability to identify problems and risks and to propose solutions;
- Analytical and strategic approach;
- In-depth knowledge of the social and economic features of the Programme area;
- Readiness for frequent travels.

Additional assets:

- Experience with the implementation or/and administration of international programmes/projects;

- Experience in working in an international environment or awareness of the specificity of the cross-border programmes;
- Knowledge of at least one of the Programme area's languages;
- Driving license for cars.

Required documents

- cover letter in English of not more than two pages, explaining the motivation and suitability of the candidate for the vacant position;
- curriculum vitae (CV) in English;
- scans of documents confirming qualifications, in particular documents confirming university degree and working experience (translation of documents not required at this application stage).

Please send the following statement with the documents:

I hereby authorize Centrum Projektów Europejskich (Centre of European Projects) with registered seat in Warsaw, Domaniewska 39A str. to process my personal data strictly for recruitment purposes in accordance with the Law on Personal Data Protection of 10 May 2018 – Journal of Laws of the Republic of Poland of 2018, item 1000 and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (general regulation on data protection).

Furthermore, I declare that I have been informed that:

- *the administrator of my personal data collected on the basis of this consent is Centrum Projektów Europejskich (Centre of European Projects) with registered seat in Warsaw, 39A Domaniewska str.;*
- *collected personal data will be processed only for purposes related to the recruitment process for a period of 6 months from the date of its completion;*
- *I have the right to access my personal data and request their correction or removal;*
- *I was informed that my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Investment and Economic Development of the Republic of Poland and heads of delegations to the South Baltic Programme's Monitoring Committee.*

Providing personal data to participate in recruitment is voluntary, however, applications that do not include the above mentioned statement will not be considered!

At any time, you can withdraw your consent by contacting us at: iod@cpe.gov.pl

Submission

Applications stating the reference number given above, including all required documents, must be submitted in English **by email until 24 February 2019, 24:00 CET**, to the following email address of the Centre of European Projects / Joint Secretariat: rekrutacja@cpe.gov.pl.

Additional information



- Incomplete applications as well as applications without the reference number given above and/or the consent for processing of personal data will not be considered.
- Only applications received by the closing date indicated for this vacancy announcement will be taken into account. Only selected candidates will be contacted.
- The interviews **are planned to be held on 6-7 March, 2019 in Warsaw, Poland**. Reimbursement of travel and accommodation costs is foreseen for the invited candidates.
- The successful candidate will be obligated to provide documents confirming the university degree and professional experience (translated into Polish).
- For any further questions on the recruitment process and working conditions, please consult the attached additional information (A1) or contact us at rekrutacja@cpe.gov.pl.
- The position is financed from the European Regional Development Fund.
- The Centre of European Projects (Centrum Projektów Europejskich) with registered office in Warsaw, 02-672, 39A Domaniewska str., is the administrator of your personal data and informs that personal information contained in your CV, cover letter and other documents required in this job advertisement will be processed solely for the purpose of carrying out the recruitment process. Data submission is voluntary but necessary to undergo the recruitment process. You have the right to access your personal data and correct, delete or limit the processing of it, as well as the right to object, demand cessation of processing and data transfer, as well as the right to withdraw your consent at any time. To do so, please contact the Data Protection Inspector via the e-mail address: iod@cpe.gov.pl or at southbaltic@southbaltic.eu.
- You have the right to submit a complaint to the supervisory authority - the President of the Office for Personal Data Protection - when you find a violation of the processing of your personal data.
- The administrator handles the following categories of your personal data: name and surname, address, e-mail, address, phone number, date of birth (if provided) and other data if provided in the application.
- For the purposes of recruitment process your personal data may be made available to persons authorized by our Institution, our employees who must have access to the data to perform their duties; to the Data Protection Inspector; other data recipients (e.g. couriers, banks). Your application and the personal data contained therein may be forwarded to the authorised representatives of the Managing Authority (Ministry of Investment and Economic Development of the Republic of Poland) and the heads of delegations to the Monitoring Committee of the South Baltic Programme. The list of South Baltic Programme's Monitoring Committee members, including the Heads of delegations, can be found here: <http://southbaltic.eu/monitoring-committee>.

Attachment 1 - Additional information on working conditions in the Centre of European Projects

Monthly remuneration is paid in line with the rules specified in the Regulation issued by the Minister of Labour and Social Policy of the Republic of Poland as of April 30th, 2008, Journal of Laws No. 82, item 495 (with amendments as of 6th March, 2009).

Centre of European Projects

Position	Pay grade	The rate of position allowance up to	Qualifications required		Amount in PLN (gross)
			Education	Minimum work experience	
Manager of the Joint Technical Secretariat	XVII-XVIII	10	graduate	4 years	5 600 – 10 800
Deputy manager of the Joint Technical Secretariat, program expert, coordinator of Information Point	XVI-XVII	9	graduate	3 years	5 100 – 8 700

- **Extraordinary allowance:** The employer can grant to an employee an extraordinary allowance for temporary increase in the scope of his/her responsibilities, assignment of additional tasks, or due to the nature of employee's work or working conditions. Extraordinary allowance is granted for limited duration, or, in justified cases, for unlimited duration. Extraordinary allowance is payable from available resources for remunerations, in the amount not exceeding 40% of employee's basic salary and position allowance combined.
The employee employed in the position related to managing the team is entitled to a functional allowance, in accordance with the table of rates of the functional allowance according to Appendix no. 2 to the Regulation of the Minister of Labour and Social Policy of the Republic of Poland dated 30th April 2008 (as amended).
- **Seniority allowance:** Employees are entitled to seniority bonus, amounting to 5% of the basic monthly salary, after 5 years of work. This bonus is increased by 1% for each consecutive year of work, to reach 20% of the basic monthly salary after 20 years of work. Seniority allowance is calculated inclusive of all previously completed employment periods, as well as other periods, provided that such periods are subject to such inclusion to seniority pursuant to separate regulations.
- Each employee shall be eligible for cash bonus after having worked for the CEP for at least 3 months. The cash bonus is the expression of acknowledgement of particular involvement of the employee and is granted by Director of CEP depending on the availability of funds, on quarterly basis.
- Each employee, after having worked for at least 20 years, is entitled to service anniversary award. It is calculated inclusive of all previously completed employment periods.
- After having worked effectively in a given calendar year for at least 6 months, the employee acquires the right to an additional annual salary, called "Thirteenth salary".
- All CEP's employees have the same opportunities to benefit from the Social Fund such as surcharge for holiday for employee and his/her children, surcharge for cultural and entertainment activities, sports and recreation.
- All employees have equal rights to participate in training, the average annual amount for training per employee is 4 000.00 PLN.



- According to the Labour Code and the Working Regulations in CEP, each employee can apply for an individual/flexible working time hours between 7.00 a.m. and 5.00 p.m.
- In very special cases (with the agreement of the direct supervisor and CEP's Director), employees can take advantage of opportunities to temporary work from home.