



15.3.2022

## Recruitment announcement for Central Baltic 2021-2027

### Recruitment announcement

The Regional Council of Southwest Finland is setting up the Joint Secretariat for the Central Baltic Programme 2021-2027. The Central Baltic cross-border cooperation programme includes regions from Estonia, Finland incl. Åland, Latvia and Sweden.

The Regional Council of Southwest Finland is now looking for members of staff for the implementation of the programme. This round of recruitments will complement the team and allow the programme's full-scale implementation.

The task descriptions and requirements for each open position are explained below.

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## Financial manager

Main tasks include:

- Financial monitoring on the programme funding level
  - Making financial analyses on the programme commitment rate, project spending rate, meeting decommitment targets, and following up the TA 6% generation)
  - Providing statistics needed before funding decisions
  - Providing statistics and analyses needed for decision-makers
  - Providing information on TA availability
- Preparing project payment decisions based on national control and JS controls, including clearing recoveries
- Carrying out Commission reporting as requested in regulations, including sending
  - cumulative data for the programme implementation (five times per year),
  - payment applications and accounts

### Requirements

- Experience of international cooperation. Experience of working in projects is seen as an asset.
- Experience of Interreg regulations and EU programme management
- Good experience in financial controlling and reporting
- Good team working skills
- Good communication skills (written and spoken communication as well as direct communication with stakeholders)
- Very good written and spoken English
- Good command of at least one official language of the participating countries
- Higher university degree in relevant field

Salary level: 3900 eur/month as task-based salary

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## Programme officer

Main tasks include:

- Support to projects and programme staff
  - Preparing administrative decisions
  - Responsibility or participation in needed process checks
- Procurement expertise and technical support
  - Preparing tender documents
  - Coordinating the tender processes (with content experts)
  - Preparing decisions on tenders
- Meeting arrangements (tendering the venue, technical support)
- Preparing and following up TA budget, support to bookkeeping
- Other administrative support
  - Website updating and maintenance (contact details, documents, events etc)
  - Maintaining the Intranet user rights and documents (Monitoring Committee)

Requirements

- Experience of international cooperation. Experience of working in projects is seen as an asset.
- Experience of Interreg regulations and EU programme management
- Good team working skills
- Very good skills in Microsoft Office and other relevant tools and programmes
- Good communication skills (written and spoken communication as well as direct communication with stakeholders)
- Very good written and spoken English
- Good command of at least one official language of the participating countries
- University (incl. Universities of applied sciences) degree in relevant field

Salary level: 3100 eur/month as task-based salary

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## Project manager (Quality manager)

Project manager with the focus on quality management (including internal capacity building and trainings, and coordinating applicant/beneficiary guidance and trainings)

Main tasks include:

- Project support at all stages
  - consultations
  - assessment of projects
  - contributing to the Monitoring Committee meeting
  - day-to-day monitoring of projects as well as handling project reports
  - writing content for programme communication, especially on sustainability and capitalisation
  - cooperation with national FLC in on-the-spot checks;
- Communicating or providing input for communication about project results and capitalisation within the programme (including website and SoMe channels, MC, COM) and externally;
- Supporting colleagues in matters related to projects in their field (during consultation and implementation phase).
- Tasks related to their thematic expertise within the team and towards stakeholders

Requirements

- Experience of international cooperation. Experience of working in projects is seen as an asset.
- Experience of process and project management work
- Experience in organising events (face-to-face and online) and drafting guidance materials
- Good team working skills
- Very good communication skills (written and spoken communication as well as direct communication with stakeholders)
- Very good written and spoken English
- Good command of at least one official language of the participating countries
- Higher university degree in relevant field

Salary level: 4100 eur/month as task-based salary

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## Project manager (Eligibility)

Project manager with the focus on programme eligibility rules and SCOs (including cooperation with national controllers)

Main tasks include:

- Project support at all stages
  - consultations
  - assessment of projects
  - contributing to the Monitoring Committee meeting
  - day-to-day monitoring of projects as well as handling project reports
  - writing content for programme communication, especially on sustainability and capitalisation
  - cooperation with national FLC in on-the-spot checks;
- Communicating or providing input for communication about project results and capitalisation within the programme (including website and SoMe channels, MC, COM) and externally;
- Supporting colleagues in matters related to projects in their field (during consultation and implementation phase).
- Tasks related to their thematic expertise within the team and towards stakeholders

Requirements

- Experience of international cooperation. Experience of working in projects is seen as an asset.
- Experience of Interreg regulations in particular for Simplified Cost Options and eligibility of costs
- Experience of Interreg project management and reporting of costs and activities
- Good team working skills
- Good communication skills (written and spoken communication as well as direct communication with stakeholders)
- Very good written and spoken English
- Good command of at least one official language of the participating countries
- Higher university degree in relevant field

Salary level: 4100 eur/month as task-based salary

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## Project manager (State aid)

Project manager with the focus on GBER and state aid

Main tasks include:

- Project support at all stages
  - consultations
  - assessment of projects
  - contributing to the Monitoring Committee meeting
  - day-to-day monitoring of projects as well as handling project reports
  - writing content for programme communication, especially on sustainability and capitalisation
  - cooperation with national FLC in on-the-spot checks;
- Communicating or providing input for communication about project results and capitalisation within the programme (including website and SoMe channels, MC, COM) and externally;
- Supporting colleagues in matters related to projects in their field (during consultation and implementation phase).
- Tasks related to their thematic expertise within the team and towards stakeholders

Requirements

- Experience of international cooperation. Experience of working in projects is seen as an asset.
- Experience of State aid regulations, with a focus on GBER
- Experience of State aid management in Interreg programmes
- Good team working skills
- Good communication skills (written and spoken communication as well as direct communication with stakeholders)
- Very good written and spoken English
- Good command of at least one official language of the participating countries
- Higher university degree in relevant field

Salary level: 4100 eur/month as task-based salary

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## Terms of employment

All members of staff will be employed by the Regional Council of Southwest Finland.

The Regional Council of Southwest Finland is a municipal organisation, and the terms of employment follow the municipal collective agreement. We offer you a dynamic working environment, an international team and the possibility to develop cooperation within the region of Central Baltic.

The working language is English. The programme strives for international staff and a balanced knowledge of all programme languages and understanding of the programme region countries' within the whole team. In addition, the balance between all programme languages and understanding of the programme region countries' will be sought for the team.

The term of employment after the programme has been approved by the Commission and its budget is confirmed. Once the budget is made available, the final duration of the employment is until 31.12.2028 for the Financial manager and Programme officer and 30.6.2027 for the Project Managers.

### Applications and selection

Applications, incl. a motivational letter and CV, should be sent to the Regional Council of Southwest Finland by e-mail ([kirjaamo@varsinais-suomi.fi](mailto:kirjaamo@varsinais-suomi.fi)) with the reference "Central Baltic 2021-2027" and the position you apply for. Deadline for submission of applications is 8.4.2022.

The most qualified candidates will be selected for interviews, which will be held on 25-29.4.2022. The interview/selection team will consist of the Managing Authority (Regional Council of Southwest Finland); representatives of the responsible national authorities may also participate. The interviews will be conducted in English. Only the candidates who are selected for interviews will be contacted.

### Additional information from

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