

Interreg



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Central Baltic Programme

Recruitment Announcement for Central Baltic Programme 2021-2027

DATE: 27 NOVEMBER 2024



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Introduction

The Regional Council of Southwest Finland is recruiting for colleagues to the Joint Secretariat for the Central Baltic Programme 2021-2027.

The Interreg Central Baltic cross-border cooperation programme includes regions from Estonia, Finland (including 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 recruitment will complement the team and allow the programme's full-scale implementation.

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

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Open positions

Project manager (circular economy)

Project manager (capitalisation)



Project manager (Circular economy)

A project manager with the focus on circular economy.

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Project manager (Circular economy)

MAIN TASKS INCLUDE:

- Project support at all stages:
 - consultations of projects especially within the field of circular economy
 - assessment of projects of all fields of the programme
 - contributing to the Monitoring Committee meeting
 - day-to-day monitoring of projects as well as handling project reports from all fields of the programme
 - writing content for programme communication, especially on sustainability and capitalisation
 - cooperation with national controllers in on-the-spot checks;
- Communicating or providing input for communication about project results and capitalisation within the programme (including website and social media channels, Monitoring Committee, Commission) 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;



Project manager (Circular economy)

REQUIREMENTS:

- **Interreg experience:** Experience from an Interreg programme secretariat, particularly in project implementation, is highly valued.
- **International cooperation:** Experience in international cooperation, especially with project funding, is considered an asset.
- **Circular economy:** Experience with circular economy principles and actors.
- 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:

4400 eur/month as task-based salary, plus elements from the municipal collective agreement.

Project manager (capitalisation)

A project manager with the focus on capitalisation of the work of the Central Baltic projects and programme, focusing on the implementation of the programme's Capitalisation Plan and Project Webpace.



Project manager

(Capitalisation of project results)

MAIN TASKS INCLUDE:

- Project support at all stages:
 - assessment of projects of all fields of the programme
 - contributing to the Monitoring Committee meeting
 - day-to-day monitoring of projects as well as handling project reports from all fields of the programme
 - coordinating the programme's capitalisation task force and driving the work on capitalisation within the team and stakeholders
 - writing content for programme communication, especially on sustainability and capitalisation
 - cooperation with national controllers in on-the-spot checks;
- Communicating or providing input for communication about project results and capitalisation within the programme (including website and social media channels, Monitoring Committee, Commission) 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;



Project manager

(Capitalisation of project results)

REQUIREMENTS:

- **Interreg experience:** Experience from an Interreg programme secretariat, particularly in project implementation, is highly valued.
- **International cooperation:** Experience in international cooperation, especially with project funding, is considered an asset.
- **Interreg capitalisation and communication:** Prior experience in this area is beneficial.
- **Website content creation and management:** Experience in this area, with a good understanding of user experience principles, is preferred.
- 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:

4400 eur/month as task-based salary, plus elements from the municipal collective agreement.

Terms of employment

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

The office is located in Turku, and attendance in person is required for one predefined week each month, as well as upon need. The job also involves some travelling, mainly within the programme area.

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.

In addition, the balance between all programme languages and understanding of the programme region countries' will be sought for within the whole team.

Duration of employment

The term of employment starts upon agreement.

The duration of the employment is until 30.06.2027.



Applications and selection

- Applications, including a motivational letter and CV, should be sent to the Regional Council of Southwest Finland by e-mail (kirjaamo@varsinais-suomi.fi) with the reference “Central Baltic 2021-2027” and the position you are applying for.
- **The deadline for submission of applications is 11.12.2024.**
- The most qualified candidates will be selected for interviews, which will be held online on 3 January and 8 January 2025.
- The interview/selection team will consist of the Managing Authority
- (Regional Council of Southwest Finland); representatives of the responsible national authorities may also contribute to the process.
- The interviews will be conducted in English.
- Only the candidates who are selected for interviews will be contacted.



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Questions?

If you have any questions or need clarification regarding this announcement, please don't hesitate to reach out to the Managing Authority of the Programme.

Additional information:

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