

The Central Baltic INTERREG IV A Programme 2007-2013 Joint Technical Secretariat is looking for a

Project Coordinator (Archipelago and Islands Sub-programme)

At its Sub-secretariat in Mariehamn, Åland (Employment: as soon as possible until 31.12.2013)

The Central Baltic INTERREG IV A Programme 2007-2013 is a cross-border co-operation programme under the European Territorial Cooperation Objective covering regions from Estonia, Finland including the Åland Islands, Latvia and Sweden with an allocation from the European Regional Development Fund of more than 100 MEUR. The programme focuses on environment, economic growth, and attractive and dynamic societies and consists of the Central Baltic Programme, the Southern Finland – Estonia Sub-programme and the Archipelago and Islands Sub-programme. The programme has its own Joint Technical Secretariat located at the Regional Council of Southwest Finland in Turku (Main Office) as well as in Mariehamn/Åland, Riga/Latvia, Stockholm/Sweden and Tallinn/Estonia. The Sub-Secretariat responsible for the Archipelago and Islands Sub-programme in Mariehamn is hosted, and the Project Coordinator employed, by the Government of Åland (www.regeringen.ax).

RESPONSIBILITY

The Project Coordinator under sole supervision by the Head of the Joint Technical Secretariat in Turku will support the Programme Manager for the Archipelago and Islands Sub-programme in the implementation of the sub-programme. The Project Coordinator will also assist the Programme Manager in administrative tasks due to the Sub-secretariat being hosted by the Government of Åland. His/her tasks include i.a.:

- Project generation activities and events in the sub-programme area;
- Guidance and advise to possible projects/applicants as well as to approved projects from the sub-programme area;
- Participation in the assessment and evaluation of the project applications as well as in the monitoring of approved projects;
- Support to the sub-programme's Steering Committee;
- Information and publicity activities in and on the sub-programme area.

REQUIRED QUALIFICATIONS

- University degree in any field of relevance to the mentioned tasks;
- Experience in working in and with EU funded projects and good knowledge of EU (INTERREG) programmes;
- Excellent written and spoken English and Swedish. Proficiency in any of the other sub-programme area languages (Estonian, Finnish) is an asset;
- Profound knowledge of the Archipelago and Islands Sub-programme area. Knowledge of the national legislations and public administrations of the sub-programme area is an asset;
- Capacity to work and communicate in an international environment and good administrative skills;
- Ability to combine working independently at an external location and as an integrated part of a structure spread over five locations being subject to directions.

APPLICATION PROCEDURE

Applications (motivation letter and CV) should be submitted in English by (e-)mail **by Friday, November 13 2009**, to

Regional Council of Southwest Finland
"Central Baltic Project Coordinator Mariehamn"
P.O. Box 273 (Ratapihankatu 36)
FI-20101 Turku, Finland
e-mail: kirjaamo@varsinais-suomi.fi

For further inquiries, please contact the Head of the Joint Technical Secretariat Mr. Philipp Schwartz via e-mail (philipp.schwartz@centralbaltic.eu) or phone (+358 2 2100 967, GSM +358 40 3525625).