

## **Vacancy for a Project Adviser at the INTERREG IVC Information Point North in Rostock (Germany)**

INTERREG IVC is a Europe-wide funding programme, which helps policy makers to learn from each other. The objective is to promote interregional cooperation projects in the fields of knowledge economy and environment for improving regional policies. INTERREG IVC is co-financed by the European Regional Development Fund. See also [www.interreg4c.eu](http://www.interreg4c.eu).

For the implementation of this programme, a Joint Technical Secretariat (JTS) has been set up in Lille (France). To emphasize the dissemination of the programme and offer support to potential applicants, four Information Points (IP) are based in Rostock (Germany) for North of Europe, Katowice (Poland) for East of Europe, Valencia (Spain) for South of Europe and Lille (France) for West of Europe. IP North is hosted by Investitionsbank Schleswig-Holstein and includes at least two full-time positions. It is operated together with the Joint Technical Secretariat of the EU Baltic Sea Region Programme 2007-2013, at its office at Rostock.

**IP North is now looking for an Info Point Adviser with focus on Projects. The selected candidate will be mainly responsible for developing and assessing projects, including follow-up on their implementation. The corresponding assignments will start as soon as possible and will end on 30 June 2013.**

### **MAIN TASKS AND RESPONSIBILITIES**

- Supporting project generation and development;
- Assisting the JTS in the assessment of submitted applications;
- Giving advice to project applicants (by e-mail, phone, meetings) about the possibilities, requirements and expectations of the programme,
- Follow-up on the projects implemented in IP North area;
- Supporting the core JTS in informing and assisting applicants and partners on Programme implementation issues;
- Supporting national contact points on content issues regarding the projects;
- Participating in the itinerant events organised in the "area" by the IP with an advisory capacity;
- Developing and maintain a database of good practices, to assist the JTS in their identification;
- Facilitating partner search by identifying suitable partners for Lead applicants from other areas or countries;
- Surveying the themes covered by project applicants and the geographic location of Lead partners/project partners from their area, to monitor closely potential 'gaps' in project idea themes and geographical coverage at the level of each MS and the whole of the EU;
- Stimulating the emergence of more project ideas in areas where a gap has been identified by implementing specifically targeted publicity and communication actions;
- Maintaining an up-to-date list of project ideas developed by Lead applicants of their IP area and regularly informing the JTS of new project ideas submitted;
- Assisting the JTS in the initiation and development of quality projects to fulfil the Programme's objectives.

## QUALIFICATION / SELECTION CRITERIA

### General requirements:

- Degree in a relevant field (public administration, regional policy, geography, business administration and related fields);
- Experience in EU-funded projects or programmes, preferably on Structural Funds and/or cross-border, transnational or interregional co-operation;
- Excellent organisation, communication, diplomacy and interpersonal skills;
- Fluency in English, and proficiency in at least one of the other languages covered by the IP, other languages appreciated;
- Good writing and editing skills;
- Computer literacy (MS Office, Internet);
- Capacity to work in an international environment; Open-minded and independent but a good team worker;
- Ability to propose and implement solutions;

### Relevant experience required (taken into consideration to score eligible candidates):

- Knowledge of European Union institutions and policies, in particular of the Cohesion policy, preferably through practical experience;
- Proven knowledge of national, regional or local policies, in the area covered by the IP and preferably through work experience;
- Experience of working with international public or private organisations.

## TERMS OF EMPLOYMENT

The position is based on a contract under German law. Contracts will be made between the individual and Investitionsbank Schleswig Holstein. The annual gross salary before taxes will depend on qualification and experience. The employment is based in the IP North office in Rostock, Germany. The programme language is English.

## APPLICATIONS

**We request candidates to send their Curriculum Vitae and a motivation letter by e-mail to [info@eu.baltic.net](mailto:info@eu.baltic.net). The last date of application is Friday, 4 September 2009.** All documents should be submitted in English. This documentation will form the basis of the initial stage of candidate assessment. If successful, candidates will be asked to come to Rostock for an interview in October 2009. Travel costs for the interview candidates will be reimbursed.

Should you need more information, please contact Ms Marit Lani, [marit.lani@interreg4c.eu](mailto:marit.lani@interreg4c.eu) or +49 381 45484 5292.