

## Vacancy Announcement

(Call open until 13 June 2016)

### Communication Officer (m/f)

#### at the Managing Authority/Joint Secretariat (MA/JS) of the EU programme Interreg Baltic Sea Region

Are you good at writing attention-grabbing articles in fluent English? Do you know how to extract interesting stories from a multitude of sources and people? Can you summarise complex matters in easy, accessible language? Can you at the same time carry out administrative tasks accurately and in a well-organised manner? Then we are looking for you as our new Communication Officer at the MA/JS of the EU funded Interreg Baltic Sea Region cooperation programme.

We offer a multifaceted job in our international team. You will work closely with people all around the Baltic Sea and elsewhere in Europe. You will support our projects in communicating their achievements in the fields of innovation, natural resources and transport to their specific target audiences. You will help us to communicate the programme's achievements to our stakeholders, thematic experts and decision-makers.

As a member of our team you will work together closely with a second Communication Officer and with about 25 colleagues of different nationalities and professional backgrounds.

#### Specific responsibilities of the Communication Officer

The position of the Communication Officer is part of the Programme Unit. The position includes the following fields of responsibilities:

##### 1. Implementation of the programme's communication strategy

- Producing print and online content (e.g. web texts, infographics, fact sheets, brochures);
- Operating the Programme website ([www.interreg-baltic.eu](http://www.interreg-baltic.eu));
- Managing information on social media platforms (e.g. LinkedIn, Facebook, Twitter);
- Organising events;
- Producing marketing and information materials;
- Managing external service providers and public procurements;
- Networking and cooperating with other EU funded programmes and relevant organisations.

## 2. Training, service and advice for projects concerning communication

- Supporting and advising projects regarding strategic communication and communication activities;
- Organising communication trainings for the projects' communication managers;
- Advising projects concerning branding and EU visibility rules;
- Networking with the projects' communication managers, providing possibilities for exchange among projects.

## 3. Pro-active approach to internal communication

- Facilitating the information flow within the programme structures;
- Supporting colleagues in communication tasks;
- Providing internal support with respect to corporate design;
- Accurately documenting and organising the filing system.

## Expected qualifications and profile

- University degree or further education in a relevant field, e.g. in journalism, communications, marketing or equivalent;
- Significant work experience in public relations, communication or journalism, ideally in an international/EU work context;
- Advanced journalistic techniques for drafting content across different media, in particular print and web/social media (confirmed by work samples in English);
- Knowledge of the Baltic Sea Region and EU policies is an advantage;
- Proficiency in applying MS office applications; experience with content management systems (e.g. TYPO 3) and graphic design software. Affinity to photography, image processing as well as online collaboration and communication tools are assets.
- Fluent in oral and written English; command of any other language of the Baltic Sea region is an advantage.

## Terms of employment

The position will be based on a full-time contract (39 working hours a week) based on German law. The contract will be concluded between the successful candidate and Investitionsbank Schleswig-Holstein (IB.SH) as hosting institution of the Managing Authority/Joint Secretariat. Place of employment will be at the main office in Rostock/Germany. The contract duration will be until the end of 2020. The annual gross salary will range between EUR 45,000 and EUR 50,000 depending on qualification and experience.

## Application and selection procedure

Applications have to be submitted electronically in **English by Monday 13 June 2016, 22:00 (CET)**, to the following email address: [jobs@eu.baltic.net](mailto:jobs@eu.baltic.net)

Applications have to include the following documents:

- Motivation letter (1 page),
- CV based on Europass standard template ([http://www.europass.ie/europass/euro\\_cv.html](http://www.europass.ie/europass/euro_cv.html)),
- Up to three work samples in electronic version (own articles, publications, etc.)
- Recruitment Application Sheet (available for download on our website: [CO Recruitment application sheet](#))

*(Please only use ADOBE READER 8.0 or higher to fill in the Recruitment Application Sheet. When using other readers the form is not working properly. The latest version of ADOBE READER can be downloaded e.g. at <http://get.adobe.com/reader/>.)*

These documents will constitute the basis for selecting candidates for job interviews. **Interviews are planned for the week of 11 – 15 July 2016 in Rostock.** Candidates might be contacted by telephone during the selection process.

The selected candidate is expected to start in the 2<sup>nd</sup> half of 2016.

## Work context

The EU programme Interreg Baltic Sea Region offers financial support to transnational projects contributing to the development of a more innovative, better accessible and sustainable Baltic Sea Region. The programme has been designed under the territorial cooperation goal of the European Union. It is mainly financed from the European Regional Development Fund (ERDF). Project partners from Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland, Sweden, Norway, Belarus, and Russia work together in transnational projects (for more information: [www.interreg-baltic.eu](http://www.interreg-baltic.eu)).

The countries involved have designated Investitionsbank Schleswig-Holstein ([www.ib-sh.de/en/](http://www.ib-sh.de/en/)) at Kiel, Germany, a publicly owned, non-profit making, regional development bank, as joint Managing Authority (MA) and host of the Joint Secretariat (JS). The MA/JS is responsible for the day-to-day management of Interreg Baltic Sea Region. Its main office is located in Rostock, Germany. A branch office has been established in Riga, Latvia. For staff in Rostock and Kiel, IB.SH acts as employer. Staff of the MA/JS are international. The official programme and office language is English. The MA/JS is headed by one director. Three teams have been setup in the MA/JS, each led by a team leader: Programme Unit, Project Unit and Finance Unit.

## Contact

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