

# RECRUITMENT ANNOUNCEMENT FOR COMMUNICATION MANAGER & IT MANAGER

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. The aim is to open the first call for proposals in early 2022. The recruitment of the staff will continue in 2022 for positions related to project and programme implementation.

## Task descriptions and requirements

### COMMUNICATION MANAGER

#### **Main tasks include**

- Coordinating the preparation of the Communication strategy of the programme
- Coordinating the implementation of the Communication strategy, including planning and drafting information and communication materials and events for the programme
- Planning support for projects in their communication activities
- Preparation of necessary documents and materials for the Managing Authority, Member States and other stakeholders

#### **Requirements**

- Experience of international cooperation. Experience of working in projects is seen as an asset.
- Experience of information and communication work
- 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

## IT MANAGER

The main tasks will consist of

- Maintaining and updating the Jems eMonitoring System of the programme
- Developing the functionalities of the system based on needs from the internal and external users
- Giving support and preparing guidance to the users (internal and external), maintaining user rights
- Planning Jems developments in cooperation with stakeholders e.g. in developing Jems
- Being able to provide basic IT support to the programme staff and prepare necessary documents and materials for the Managing Authority, Member States and other stakeholders

### **Requirements**

- Familiarity with Linux OS, Java (Kotlin/Typescript (Angular)) and MySQL (MariaDB)
- Understanding of network configuration, Docker containers, and web server infrastructure
- Experience of international cooperation (preferably cross-border cooperation) and experience of working in projects is seen as an asset.
- Good team working skills and communication skills (written and spoken communication as well as direct communication with stakeholders)
- Very good written and spoken English and Finnish are required. Command of other official languages of the participating countries can be seen as an asset
- Degree in relevant field

## 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 of the four project managers.

The term of employment is initially done on a yearly basis until 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.

## 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 4.10.2021.

The most qualified candidates will be selected for interviews, which will be held online on 11-13 October. 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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