



Open vacancy at the South-East Finland - Russia CBC 2014-2020 Programme

## PROJECT COORDINATOR

*Managing Authority (MA) of the South-East Finland - Russia CBC 2014-2020 is seeking candidates for the position of a Project Coordinator to work as part of the MA team, in the international field of European Union's external cross-border cooperation.*

### WE LOOK FOR CANDIDATES WITH THE FOLLOWING REQUIREMENTS

- *Experience of the administration of international projects, especially the EU projects*
- *Very good written and spoken Finnish and English*
- *Good knowledge in Russian language is an important asset*
- *Good team working and communication skills are important*
- *A pro-active approach and willingness to develop yourself and your work*
- *Ability to make decisions independently*
- *Understanding the operative environment of both public and private organizations*
- *Good knowledge of Microsoft Office, project management, online communication tools*
- *Preparedness to travel on regular bases in Russia*
- *Bachelor's degree or higher education*

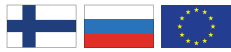
### RESPONSIBILITIES OF OUR NEW TEAM MEMBER

- *Programme administration relating to project implementation, for example consultation of project ideas, assessment of project applications, as well as monitoring, tracking and reporting projects' progress and implementation.*
- *Preparing necessary documents and materials for the Managing Authority/Branch Office and other stakeholders, and participating in organizing Programme events.*
- *Creating and maintaining comprehensive project/Programme documentation, plans and reports.*
- *Communicating and sharing information with the project partners and wider stakeholder network.*
- *Acting as the point of contact and communicating project status adequately to the project and Programme participants.*

### SALARY AND TERMS OF EMPLOYMENT

*Salary for the Project Coordinator position is 3737,70 € per month with possible additions of the professional years. Position is located in Lappeenranta, with routine missions mainly to the Programme's Branch Office in Saint Petersburg. The employment will be under the Finnish law and according to the rules and procedures of the Regional Council of South Karelia acting as employer. The position will be filled in by July 2020 permanently, with a six (6) months trial period.*





CBC 2014-2020  
SOUTH-EAST FINLAND - RUSSIA

## HOW TO APPLY

*The application in a free format with the CV in English should be delivered  
by 20.5.2020 at 16.00 (EET)*

*by post*

Etelä-Karjalan liitto / Regional Council of South Karelia  
South-East Finland - Russia CBC 2014-2020 Programme  
Kauppakatu 40 D, 1. floor  
53100 Lappeenranta Finland

*or by email*

official@sefrcbc.fi

*Mark the envelope or title the email with "Project Coordinator". (Received applications are not returned)*

## FURTHER INFORMATION OF THE PROGRAMME

*More information of the CBC 2014-2020 Programme is made available at [www.sefrcbc.fi](http://www.sefrcbc.fi)*

## FURTHER INFORMATION OF THE OPEN VACANCY

*In questions concerning the Programme and position  
Mr Jukka-Pekka Bergman, Programme Director  
Mobile: +358 50 4370339*

*In questions concerning the conditions of employment  
Mr Olli Seppänen, Director of finance, administration & HR  
Mobile: +358 40 139 0175*

[www.sefrcbc.fi](http://www.sefrcbc.fi)

*Funded by the European Union, the Russian Federation and the Republic of Finland.*

