

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

PROGRAMME COORDINATOR PROJECT COORDINATORS (TWO)

Managing Authority (MA) of the South-East Finland – Russia CBC 2014-2020 is seeking candidates for the positions of **Programme Coordinator and two Project Coordinators** to work as part of the MA team, in the international field on EU's external cross-border cooperation.

Common requirements for all three vacancies:

- Experience of the administration of international cooperation
- Experience of working with projects is seen as an asset
- Good team working skills and communication skills
(written and spoken communication as well as direct communication with beneficiaries)
- A pro-active approach and willingness to develop yourself and your work
- Very good written and spoken English
- Very good written and spoken Finnish
- Good command of Russian is an asset
- Ability to make decisions independently
- Self-imposed and initiative
- Knowledge of Microsoft Office and of project management tools
- Solid organizational skills including attention to detail and multitasking skills

PROGRAMME COORDINATOR, responsibilities

- Programme administration
- Programme Director's substitute
- Supporting planning and coordination of programme and its activities
- Ensuring implementation of policies and practices
- Helping build positive relations within the team and external parties
- Scheduling and organising meetings/events, preparing, coordinating and maintaining agenda and acting as secretary in the committee meetings
- Drafting documents, instructions and guidance
- Interpreting EU rules and regulation
- Keeping updated records and creating reports and statistics



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PROGRAMME COORDINATOR, qualifications/requirements

- Master's degree
- Effective leadership, interpersonal and communication skills
- Ability to create a sense of community amongst the members of the team
- Good knowledge of techniques for planning, monitoring and controlling programmes
- Negotiation skills
- Good knowledge of programme and project management methods
- Good knowledge of budgeting and resource allocation procedures
- Sufficient seniority and credibility to advise in relation to the programme
- Ability to find ways of solving or pre-empting problems

Salary for the Programme Coordinator position is 4 200 euros per month with possible additions of the professional years.

PROJECT COORDINATOR, responsibilities

- Programme administration related to project implementation (consultation of project ideas, assessment of project applications, monitoring of project implementation)
- Support to and communication with applicants and projects
- Following up the implementation of projects and reporting on this
- Communicating and sharing information with stakeholders
- Preparing necessary documents and materials for the Managing Authority/ Branch Office and other stakeholders
- Monitoring and tracking projects' progress
- Acting as the point of contact and communicating project status adequately to all participants
- Creating and maintaining comprehensive project documentation, plans and reports

PROJECT COORDINATOR, qualifications/requirements

- Bachelor's degree
- Experience in project management is an asset
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills

Salary for the Project Coordinator position is 3 655 euros per month with possible additions of the professional years.



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All positions are located in Lappeenranta, with routine missions mainly to the Programme's branch office in Saint Petersburg. The employments will be under the Finnish law and according to the rules and procedures of the Regional Council of South Karelia acting as employer. The positions will be filled in by August 2017 and they have a six (6) months trial period.

To apply for the positions

Submit a free format application and CV in English by 7.6.2017 at 16.00 (Finnish time)

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

Or via email: [official \(at\) sefrcbc.fi](mailto:official@sefrcbc.fi)

Mark the envelope or title the email with "Programme Coordinator" or "Project Coordinator".
(Received applications will not be returned)

For further information

In questions concerning the Programme and positions
Ms Päivi Ilves, Programme Director (English, Finnish)
Mobile: +358 40 558 6011, email: [paivi.ilves \(at\) sefrcbc.fi](mailto:paivi.ilves@sefrcbc.fi)

In questions concerning the conditions of employment
Mr Olli Seppänen, Director of finance, administration & HR
Mobile: +358 40 139 0175, email: [olli.seppanen \(at\) ekarjala.fi](mailto:olli.seppanen@ekarjala.fi)



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