

PROJECTS OFFICER

PERSON IN CHARGE OF THE INSTRUCTION, ASSESSMENT, ADMINISTRATION AND FOLLOW-UP (REF.1)

RESPONSIBILITIES

- Setting in motion the administrative procedures at Programme and project levels related to calls, depositing, and technical instruction of projects, according to the European Union's regulations;
- Providing technical assistance and information to entities who will stand as candidates within the framework of the Programme's calls on project setting up (composition of the partnership, budget, tasks, communication, administration) in collaboration with other members of the Joint Secretariat;
- Providing assistance to approved projects and in particular, helping lead partners (main beneficiaries) regarding contractual obligations to the Programme, follow-up of the project's execution, drawing up of execution reports, and ERDF reimbursement applications;
- Assisting, accompanying, and following-up the development of the operations carried out by lead partners and other beneficiaries of projects;
- Assessing projects results and drafting related reports;
- Ensuring the organisation, collection, analysis, and preparation of assessment studies and reports of the Programme;
- Drafting written consultation procedures for the Programming Committee concerning applications for modifications submitted by projects (for instance budget modifications or proposals to extend the calendar, etc.);
- Collaborating in the drawing up of Annual Programme Execution Reports;
- Contributing towards the preparation of work and meetings for the Programming and Follow-up Committees, together with Transnational Partnership meetings;
- Ensuring that reimbursement applications submitted by main beneficiaries are in accordance with the rules established by the Programme, and preparing payment proposals to be presented to the Administration Authority;
- Contributing to both the capitalization of projects results and the preparation of their dissemination jointly with the Communication and Capitalization officer;
- Participating in the Programme's dissemination activities, more specifically in those targeting beneficiaries.

QUALIFICATIONS REQUIRED

Professional / Training experience

- Higher university education;
- Knowledge of thematic related to the Sudoe cooperation programme's priority axis (innovation and/or environment);
- Experience in regional and territorial development;
- Knowledge of European policies and procedures concerning Structural Funds financing;
- Experience in administrative and financial management of projects/programmes co-financed by the Structural Funds (European legislation, and Sudoe Members States legislation);
- Knowledge of administrative and financial procedures of public administrations;
- Excellent computer knowledge.

Profile

- Willingness to work as part of an international team; common sense and versatility; enterprising character; easy to get on with; good oral and written expression; flexibility and availability; commitment in order to comply with the objectives of the Programme; capacity to react and work under stress and pressure; full availability to travel (car, train, plane).
- A good level of two of the following languages: Spanish, French, or Portuguese. Knowledge of the third language and English will be an advantage.

SALARY AND CONDITIONS OF THE CONTRACT:

The contract will have administrative links with the Sociedad Gestora del Programa Interreg (Managing Authority of the Sudoe Programme) (as long as the Cooperation Programme lasts). The workplace will be in Santander (Cantabria, Spain). Salary conditions to be defined depending on the experience.

TO APPLY

CV + cover letter (in one of the 4 languages: Spanish, French, Portuguese or English) exclusively by email to candidatura@interreg-sudoe.eu until the 20th April 2018 inclusive.

JOINT SECRETARIAT OF THE SUDOE PROGRAMME

The Joint Secretariat is under the responsibility of the Managing Authority and it's located in Santander (Spain). It provides assistance to the Managing Authority, the Monitoring Committee, the Steering Committee, National Authorities and Certifying Authority, and according to the terms agreed, the Audit Authority, in order to develop their main functions.

Main functions:

The general functions of the Joint Secretariat are listed in the paragraph 2 of the art. 23 of the Regulation (EU) No 1299/2013. They include the provision of information to the potential beneficiaries regarding the Programme's funding opportunities as well as the assistance for the projects implementation. Specifically, the Joint Secretariat:

- Ensures, at transnational level, the coordination, monitoring and promotion of the activities of the Programme;
- Provides technical support for the preparation of meetings and venues of the Programme (Monitoring Committees, Transnational Conferences, transnational working groups, etc.);
- Receives project proposals from the beneficiaries (through lead beneficiaries), checks their admissibility, carries out the related administrative assessment in cooperation with Member States, and pays specific attention to the admissibility and selection criteria's implementation. Lastly, the Joint Secretariat is in charge of drafting the assessment reports;
- Centralises information regarding both physical and financial projects and Programme's implementation, being also in charge of its dissemination among the Programme Authorities;
- Secures records of the approved operations regarding implementation and monitoring into a digital database;
- Checks payments requests submitted by lead beneficiaries. According to the distribution of roles; it jointly prepares with the National Authorities in control the payments requests to be sent out by the Managing Authority to the Certification Authority;
- Is responsible for the implementation of tasks related to information, advertising and communication of the Programme. In particular, it takes charge of both the Programme's communication and the information and dissemination of calls for projects, in accordance with guidelines agreed by the Monitoring Committee and instructions from the Managing Authority;
- Lastly, the Joint Secretariat is allowed to run all tasks which can be entrusted by the Monitoring or Selection Committees, as well as by the Managing Authority.

The Joint Secretariat: The team

The Joint Secretariat is a transnational team composed by 8 people:

- 1 Director,
- 4 Project Officers,
- 1 Financial Officer,
- 1 Communication and Capitalization Officer,
- 1 Administrative Assistant.