

INTERREG North-West Europe Programme

is recruiting:

AN INFORMATION TECHNOLOGY (IT) OFFICER

On a long-term contract

For the Joint Secretariat located in Lille, France

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JOB DESCRIPTION – **Information Technology (IT) Officer** (long-term contract)

Reporting to: Programme & Support Unit Coordinator

1. Main responsibility: **Information Technology (IT) support to the Joint Secretariat (JS)**

- in charge of the NWE Programme Monitoring System: "eMS" (about 85% of activity)
- management of the software and hardware infrastructure of the Secretariat (with the support of an external provider)

2. Detailed tasks

- **Business analyst** and **data modeler** of the eMS, our Programme Monitoring System¹:
 - Act as the central point of information
 - Lead the internal eMS working group
 - Administrate eMS (rights, roles, users, call configuration, deployment of new releases on local test server...)
 - Analyse, develop and implement new or existing eMS based reports using BIRT or MS Reporting Services upon user request
 - Liaise between eMS software provider and users for bug reporting, application testing and follow-up
 - Translate user requirements into technical specifications and liaise with eMS software provider for implementation
 - Participate to regular eMS meetings in Europe with other programmes using eMS
- **Software and hardware infrastructure management:**
 - Windows Server 2008 R2 server management (Active Directory, Exchange, WSUS, file server and print server)
 - Windows 7 Professional management
 - MS SQL Server 2008 R2 server management
 - Linux CentOS server management (internal and remote; using Webmin)
 - VMware ESX server management (all NWE servers are virtual machines hosted on a single physical server)
 - User laptops, docking stations; printers; upgrades; network elements
- **General IT tasks:**
 - Backup plan and recovery procedure
 - Responsibility for the security, reliability and efficiency of the computerised JS data
 - Definition of standards (e.g. security, functions and features)
 - General IT advice

¹ More information on the eMS on page 7

3. Competences

(i.e. the individual capacity to use knowledge, skills and attitude adequately to achieve the dedicated tasks)

Knowledge

- Very good knowledge of SQL
- Very good knowledge of reporting systems (open source BIRT, MS SQL Server 2008 R2, Reporting Services)
- Good knowledge of MS Exchange Server, MS Active Directory, MS Internet Explorer, Microsoft Office, VMware
- Good knowledge of html
- Good knowledge of Tomcat and JAVA
- Knowledge of command prompt Linux and Apache is a plus
- Knowledge of Apache Velocity is a plus

Skills

- High degree or professional experience in IT
- High level of proficiency in English and good command of French to work with local IT providers and consultancies
- Good communication, organisational and interpersonal skills
- Focussed and able to multitask
- Agile training is a plus

Attitude

- Accurate and analytical
- Able to understand the IT needs expressed by people
- Able to take initiatives, to propose and implement solutions in the job-related tasks
- Able to meet deadlines
- Team spirit and loyalty to other colleagues whilst maintaining a high-performance level
- Capable of working in a multicultural / international environment (experience of working in international organisations is a plus)
- Flexible approach to work; willingness to travel and work irregular hours
- Curious and willing to learn new competencies

GENERAL INFORMATION FOR APPLICANTS

- Applications should reach the Joint Secretariat **by 4 December 2018 at midnight**. We will not consider any application sent beyond that deadline.
- The application form should be filled in without any changes to the layout **along with your CV to the following email address only:**
recruiting@nweurope.eu
- Interviews and written tests will take place in our offices located in Lille, France, on **Monday 17 December 2018**. **Transport and accommodation costs** will be reimbursed in compliance with our Programme rules.
- An individual email will be sent to all short-listed candidates by **Monday 10 December 2018** at the latest. Candidates will be expected to confirm their participation to tests and interview by email return. They will then receive full information package (location, hotel room hire if distance requires, expense claims conditions, etc...).
- All the candidates who have not been short-listed will be notified. Due to the large number of applications foreseen, we will not be able to provide further individual feedback at that stage.
- No information regarding tests form/content will be revealed beforehand to the short-listed candidates.

Confidentiality

Candidates are reminded that the selection is confidential and that all requests for information in relation to the selection should be emailed to:

Ms. Domiga Pollet, Administrative Assistant - domiga@nweurope.eu

Equal opportunities

Equal opportunities policy without distinction on the grounds of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

The selection is not limited to EU citizens.

Terms and Conditions for employment

- The working place is located at the JS offices based in Lille, France.
- Working with the JS should start **as soon as possible**.
- The contract will be under French labour law.
- The jobholder will be offered a gross monthly salary starting from € 3824 (around € 2934 net before income tax) up to € 3975 (around € 3051 net before income tax), depending on qualifications and previous professional experience.

The INTERREG NORTH-WEST EUROPE PROGRAMME

Interreg North-West Europe is a European Territorial Cooperation Programme funded by the European Commission with the ambition to make the North-West Europe area a key economic player and an attractive place to work and live, with high levels of innovation, sustainability and cohesion. It invests € 370 million of European Regional Development Fund (ERDF) in activities based on the cooperation of organisations from eight countries: Belgium, France, Germany, Ireland, Luxembourg, The Netherlands, Switzerland and the United Kingdom.

It has an area of 845,000 km² and is home to 180 million people. Considered as one of the most dynamic and prosperous areas of Europe, it also faces a number of environmental, social and economic needs and challenges.

We support cooperation across borders in a large European area: North-West Europe. For that, we fund projects involving partners from at least three different countries with a joint approach to tackle common issues.

The aim is to reduce the disparities among regions and raise the overall level of performance across the whole area. The themes selected for the 2014-2020 period mainly address smart and sustainable growth. Our Member States carefully chose them to address North-West Europe's main challenges.

- Innovation
- Low carbon
- Resource and materials efficiency

Further information: www.nweurope.eu

THE ROLE OF THE JOINT SECRETARIAT

The Managing Authority (MA) of the Interreg North-West Europe Programme is the Hauts-de-France Region Council based in Lille (France).

The Managing Authority has created an international legal body, called GEIE GECOTTI-PE, to host in Lille three Interreg Programmes (Interreg North-West Europe, Interreg Europe, Interreg 2 Seas) and the Urban Initiatives Actions Programme. That body under private law is the legal employer of the members of the Joint Secretariat staff.

The Joint Secretariat (JS) based in Lille assists the Managing Authority, the Audit Authority, the Group of Auditors and the Monitoring Committee in the implementation of their tasks and responsibilities.

The Joint Secretariat provides most of the Managing Authority tasks to the Member States (MS) and the project partners. Their mission is therefore to deliver high quality, responsive and proactive services to their main stakeholders: Managing Authority, Member States and project partners.

In short, the Joint Secretariat's services include:

- High quality assistance to project partners: development (in close collaboration with the Contact Points) and implementation phases
- Preparation of selection of the best projects
- Monitoring of the high quality of the projects outputs
- Communicate on project results and impacts

Together with the director, the total number of staff members in Lille currently includes 20 people. The total number of contact points is around 13 people.

The current JS architecture is separated in two units in Lille and one unit spread over the eight countries:

- The **Project unit** dealing with project development and implementation,
- The **Support unit** dealing with financial, IT, HR and all administrative matters,
- The **Contact Point network and Communication unit**. The Interreg North-West Europe contact points serve as a first interlocutor for project applicants in the respective country. They assist project partners in project development and application and can be contacted for any other information in the four languages of the Programme. This unit has a coordinator and two communication officers located in Lille and a network of contact points in all eight participating countries.



eMS

The eMS is the Programme Monitoring System used by the NWE Programme.

It allows the programme to collect and store all necessary project and programme information and communicate with beneficiaries electronically via a secure online communication portal.

The system was designed by Interact in close collaboration with a core group of 4 Interreg programmes (including the NWE Programme) and developed by an external IT provider. The initial development phase was finalised in September 2015. To date, more than 33 Interreg programmes are using the eMS.

The system was built in milestones, which contain several modules. The modules were prioritised according to the programme lifecycle (e.g. the delivery of the application form and assessment modules was scheduled before the project progress monitoring module). This allowed programmes to use eMS in productive environments even before the software was finalised.

The software is built using as much as possible free-to-use technologies and where license fees apply, those were covered by Interact. Programmes can use the eMS free of charge and are allowed to adapt it to their needs, if necessary.

The eMS is implemented using Java technologies. It uses PrimeFaces as a user-interface, Hibernate for persistence and the Spring framework to wire layers. It runs on Apache Tomcat, uses Mariadb as relational database and run on CentOS.

More information on the eMS is available on the Interact website: <http://www.interact-eu.net/#o=harmonised-tools/ems>