

# **The Managing Authority of the INTERREG North-West Europe Programme, on behalf of the Member States/third countries**

**is recruiting:**

## **A PROGRAMME DIRECTOR (JS)**

*On a long-term contract*

**For the Joint Secretariat located in Lille, France**

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# JOB DESCRIPTION – PROGRAMME DIRECTOR (JS)

## (Long-term contract)

### 1. General tasks:

The Programme Director (JS) is accountable to the Monitoring Committee and the Managing Authority for the overall performance of the programme and its implementation. He/she is assisted by the 3 units: Project unit, Programme and Support unit, Contact Point network and Communication unit.

The responsibility of the Programme Director (JS) covers 6 different areas:

- Technical implementation of the Programme
- The relations with the Managing Authority
- The relations with the Member States and third countries
- The relations with the Commission on behalf of the Managing Authority and/or the Member States/third countries
- Human Resource Management of the Joint Secretariat
- Contacts with other Interreg Programmes

### 2. Detailed tasks

#### Technical implementation of the Programme

- Coordination of the work of the Joint Secretariat: projects, communication, audit, evaluation, risk strategy, IT.
- Follow up of the Programme budget
- Setting-up a planning of the calls for proposals
- Participation in assessment panels
- Follow up of the evaluation: milestones and objectives of the Programme to be respected.
- Representation of the Programme
- Preparation of the future Programme: inputs for the NWE Task Force, follow up of the preparation with the process leader and the SWOT analysis team.

#### The relations with the Managing Authority

Regular contacts have to take place to supervise the JS activity:

- On a weekly basis, to have an overview of the current files or to refer to punctual problems,
- On a monthly basis, to report:
  - Achievements of the JS, supported by relevant indicators that provide objective evidence of successful delivery.
  - The TA budget and its variances

- As often as needed:
  - To ensure contacts with the Region's EU Department, or with other programmes: inputs for Interact, networking etc.
  - To implement the EEIG GECOTTI-PE legal obligations (employer)
  - To prepare the Monitoring Committee and report back on content and outcomes of project assessments
  - To exchange on the aggregated general content of the Programme
  - To prepare the Annual Report and the Programme Evaluation
  - To manage communication issues

### **The relations with the Member States and third countries**

- To implement the Programme and the underlying actions in compliance with the Member States defined strategy.
- Representation in the Monitoring Committee and the supervision of follow up of the decisions made
- Responsible for amendments to Programme documents
- To act as advisor for the MS/third countries for strategic approach
- To establish and maintain good working contacts with the national delegations

### **The relation with the Commission on behalf of the Managing Authority or Member States/third countries**

- To establish good communication channels and working contacts with the relevant key persons within the European Commission.
- To collect information and receive feedback from the European Commission whenever this might serve the purpose of the Programme.

### **The Human Resources Management**

- To manage the Joint Secretariat and set up and maintain a good and fair working atmosphere that favours team motivation, everybody's involvement, and goals achievement. He/she is the direct line manager of the three Unit Coordinators.
- To organize regular meetings with the three Unit Coordinators (individually and together) to define, coordinate and monitor the work of the Secretariat and each unit in particular.
- To be in charge of yearly individual performance appraisals, to measure everyone's achievements, to correct the variances and to set up a training plan allowing progress.
- To be involved in the staff selection and recruitment procedures, together with the Managing Authority and EEIG GECOTTI-PE.
- Responsible for fair treatment of staff.

### **The contacts with other INTERREG programmes**

- Technical representation at events at a Programme level, at external events (if necessary) and at important project final conferences

### 3. Competences required

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

- Relevant academic degree or a comparable level through experience
- Knowledge of spatial development/cohesion policy
- Solid experience in international affairs and/or EU-funded projects, programmes
- Demonstrated successful experience in management, in particular in an international team
- Perfect knowledge of English, good command of French (if necessary, training can be foreseen); knowledge of one other North West Europe language (Dutch and/or German) will be seen as an asset.
- He/she should be prepared for frequent travelling.
- Knowledge of European Union institutions and policies, Cohesion policy in particular, preferably through practical experience;
- Knowledge of European Union legislation, institutions and policies, in particular structural funds, European Territorial Cooperation and financial regulations;
- Basic knowledge of EU Treaties;
- Excellent writing and editing skills;
- Good computer literacy (Microsoft office....);

#### **Other relevant experience / expertise**

- Past experience in EU-funded projects or programmes, preferably in Structural Funds
- Experience of working with international public or private organisations

#### **Other relevant interpersonal skills**

- Capacity to work in a multicultural environment and to build strong partnerships with different countries/regions and partners.
- Ability to anticipate, propose and implement solutions
- Good team working abilities and collaborative approach
- Ability to develop and communicate a strategy empowering the team
- Ability to guide and motivate others
- Ability to juggle different tasks at the same time and to respect deadlines
- Open-mindedness
- Sense of initiative
- Accuracy and assertiveness
- Public speaking
- Negotiation and diplomatic skills
- Exemplary sense of management of public money

## GENERAL INFORMATION FOR APPLICANTS

- Applications should reach the Managing Authority/ EEIG GECOTTI-PE **by Friday 24<sup>th</sup> April 2020 at midnight**. We will not consider applications received beyond this deadline.
- A letter of motivation along with a CV should be emailed to Tanguy Latacz, Manager of the Gecotti-Pe using the following mail address only: [T.Latacz@gecotyppe.eu](mailto:T.Latacz@gecotyppe.eu)
- We are looking for candidates whose background and experience match the job requirements. We therefore recommend to carefully read the job profile before sending your application.
- Interviews will take place in our offices located in Lille, France, on 14<sup>th</sup>/15<sup>th</sup> May 2020 (to be confirmed).
- An individual email will be sent to all short-listed candidates **by Thursday 7<sup>th</sup> May** (at the latest). Candidates will be expected to confirm their participation by email return. They will then receive a full information package (location, accomodation if distance requires, expense claim procedure and conditions, etc).
- All the candidates who have not been short-listed will be informed in due time. Please note that the large number of applications foreseen will not allow individual feedback.

### 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. Julie PRETE, MA Officer - [julie.prete@hautsdefrance.fr](mailto:julie.prete@hautsdefrance.fr)

### 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.

### Terms and Conditions for employment

The working place is located at the Joint Secretariat's offices based in Lille, France.

The contract is due to start preferably in September 2020

The contract will be under French labour law and includes a 4 months' probation period

The jobholder will be offered a gross monthly salary starting from € 7368 (around € 5690 net before French income tax) and up to € 8379 (around € 6471 net before French income tax), depending on previous professional experience.

# THE INTERREG NORTH-WEST EUROPE PROGRAMME

Interreg North-West Europe is a Transnational 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 around € 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 km<sup>2</sup> 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. The Member States carefully chose them to address North-West Europe's main challenges.

- Innovation
- Low carbon
- Resource and materials efficiency

The Member States of the North West Europe Programme as well as the European Commission have confirmed the cooperation's continuity on this area for the 2021-2027 programming period.

Further information: [www.nweurope.eu](http://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 Regional 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 Innovative Actions Initiative. This body, under private law, is the legal employer the Joint Secretariat staff.

The Joint Secretariat 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 undertakes most of the Managing Authority tasks for the Member States (MS) and the project partners. Their mission is to deliver high quality, responsive and pro-active 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
- Communicating on project results and impacts

Together with the Director, the total number of staff members in Lille ranges between 20 to 25 people. The total number of Contact Points is around 13 people.

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

- The **Project unit** deals with project development and implementation,
- The **Programme and Support unit** deals 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 contact for project applicants in their respective countries. 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.