

The Interreg North-West Europe Programme
is recruiting

a Project Officer

**on a long-term contract for the Joint Secretariat located
in Lille, France**

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A-Job description - Project officer

Reporting to Project Unit coordinator

1. Main responsibility

To support the Project Unit on both content and finance, by giving advice to applicants, assessing applications and monitoring a portfolio of projects covering the three themes of the programme (Innovation, Low Carbon, Resource and materials efficiency).

2. Detailed tasks

Programme implementation

- Contribution to the preparation of Monitoring Committee meetings
- Contribution to the annual report to the European Commission
- Active programme promotion in relevant events
- Contribution to the preparation of the 2021-2027 programming period

Project development

- Implement the programme project development strategy in close coordination with the other project officers and the Contact Points
- Input to the preparation of calls for proposals (strategy, terms of reference, etc.)
- Input to the Programme Manual and other guidance material
- High-level and proactive assistance to individual applicants in the development of their project (strategy, work plan, partnership, project management structure, budget, risk management)
- Organisation and participation in relevant project development events/meetings

Project Assessment

- Assessment of project applications on the basis of the eligibility and quality assessment criteria
- Drafting of assessment reports and other working documents for the Monitoring Committee
- Follow-up of Monitoring Committee decisions
- Contribute to the gap analysis of approved projects of the relevant priority

Project Monitoring

- Implementation of the programme's result-orientation strategy at project level
- Supervision of a project portfolio: continuous monitoring of project implementation, day-to-day support to project partners, solutions to practical problems, site visits, project meetings and events
- Assessment of two annual progress reports per project, drafting of project appraisals and implementation of the projects' closure procedure
- Analysis of outputs and results (e.g. performance indicators), aggregating the results of the attributed portfolio of projects
- Ensure long-term effects and uptake of results (durability and roll-out)

3. Competences

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

Knowledge

- Knowledge of EU law, specifically ERDF and ETC, its institutions and policies
- Experience in EU-funded projects/programmes management is an asset
- General understanding of the three programme themes will be of added value
- Project management and risk management
- General knowledge of national policies (8 countries involved) will be an asset

Skills

- Master degree in any field of relevance to the above tasks (spatial development, political science, project management, MBA etc.) or equivalent experience
- High level of proficiency and fluency in English and at least one of another Interreg North-West Europe Programme languages (French, Dutch, German)
- Excellent communication and drafting skills
- Excellent logical and analytical skills
- Excellent computer literacy (in particular MS Excel)

Attitude

- Service/client oriented
- Political sensitivity, integrity and result orientation
- Taking initiative specifically in challenging situations
- Committed
- Team spirit and loyalty to other colleagues whilst maintaining a high performance level
- Capacity to work in a multicultural / international environment
- Flexible approach to work; willingness to travel and work irregular hours

B-General information for applicants

- Applications should reach the Joint Secretariat **by Sunday 13 September 2020 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 and should be emailed in Word format 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 **Thursday 1 October**. 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 **Tuesday 22 September 2020** 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:

Domiga Pollet, office 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 Joint Secretariat offices based in Lille, France.
- Working with the Joint Secretariat should start as soon as possible.
- The contract will be under French labour law.
- The jobholder will be offered a gross monthly salary of € 3,862 (around € 2,983 net before income tax) up to € 4,014 (around € 3,100 net before income tax), depending on qualifications and previous professional experience.

C-The Interreg North-West Europe Programme

The Interreg North-West Europe Programme is a financial instrument of the European Union's Cohesion Policy focusing on the North-West Europe area. It covers 8 countries: Belgium, France, Germany, Ireland, Luxembourg, Netherlands, UK and Switzerland. Its purpose is to meet the European Territorial Cooperation Objective by means of funding transnational initiatives.

The Interreg North-West Europe Programme (2014-2020), invests EUR 370 million of European Regional Development Fund (ERDF) to support private organisations and public organisations of all layers of governance who wish to work together, with a clear focus on results and impact. The aim is to support innovative cooperation projects that make the best use of territorial assets to address common challenges, such as the reduction of territorial disparities.

Transnational cooperation is about looking beyond local issues and regional or national borders, meeting people, exchanging experiences, sharing knowledge, developing a new culture, and achieving better results together rather than alone. The *raison d'être* of the Programme is to bring Europe together to create a more cohesive EU society!

The themes for cooperation are translated into three programme priorities:

- 1 – Innovation
- 2 – Low carbon economy
- 3 – Resource efficiency

Further information: www.nweurope.eu

D-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 three Interreg programmes in Lille. This legal 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 mission of the Joint Secretariat is defined as follows

The Joint Secretariat provides most of the Managing Authority tasks to the Member States (MS) and the project partners.

Its mission is therefore to deliver high quality, responsive and pro-active services to its main stakeholders: MA, MS and project partners.

In short the Joint Secretariat services include:

- High quality assistance to project partners (development and implementation phases)
- Preparation of the selection of the best projects
- Monitoring of the high quality of the projects outputs
- Communicate on project results and impacts

Organisation of the Joint Secretariat

The current Joint Secretariat architecture is functionally separated in three units, the Programme Support Unit (8 members), dealing with financial, administrative and IT matters, the Project Unit (9 members), dealing with project development, implementation matters and the Communication Unit (3 members), dealing with communication matters.

Together with the director the total number of staff members is currently of 21 people.

Contact points

The Interreg North-West Europe contact points (14 members) 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.