



# Recruitment of a Policy Officer - Long term position

## General advert

May 2022

### Introduction

Interreg Europe is an interregional cooperation programme covering the 27 Member States plus Norway and Switzerland. Its objective is to improve regional development policies through exchange of experience and transfer of practices. It primarily targets public authorities, including those responsible for Investment for jobs and growth programmes. For its implementation, a Joint Secretariat (JS) is set up in Lille (France).

The programme supports two actions: interregional cooperation projects and the policy learning platform. Projects run for four years, and the platform for eight years.

The programme focuses on capacity building and for the 2021-2027 period, it covers all topics relevant to the Cohesion policy. The total programme budget amounts to 379 million euros.

Further information can be found on [www.interregeurope.eu](http://www.interregeurope.eu)

**The JS is looking for a Policy Officer to assist projects in their development as well as to contribute to the successful implementation of the policy learning platform.**

### Job profile

### Tasks and responsibilities

#### Task 1 - Interregional Cooperation Projects

##### 1.1 Project development

- Contribute to the call promotion by participating in various events (e.g., programme annual events, Lead Applicant seminars, National Info Days);
- Assist potential applicants on content related issues in written or through individual consultations

##### 1.2 Project assessment

- Participate in the eligibility check of applications
- Participate in the quality assessment of eligible applications

##### 1.3 Project implementation (in cooperation with Finance Officers)

- Ensure the fulfilment of the content related conditions with applications approved under conditions
- Assist approved projects during implementation on content related issues (e.g., relevance of the activities compared with initial plans, advice on topic related issues, link to the thematic platform)
- Monitor and review activities, good practices and results submitted by the projects on a regular basis including



- measurement of outputs and results of the projects using indicators
- Monitor project's request for changes
- Contribute to the organisation of Lead Partners seminars
- When needed, participate in project main events
- Assess pilot actions requests
- Monitor project closure

### **Task 2 - Policy learning platform on Greener Europe (Circular economy, nature protection) and more Social Europe (culture and sustainable tourism)**

- Monitor the platform implementation in coordination with the other Policy Officers and the platform coordinator
- Contribute to the elaboration of the platform annual work plan proposed by the thematic experts, assessment and approval of the plan and monitoring of its timely implementation
- Facilitate the link between the projects and the platform
- Contribute to the promotion of the platform towards the relevant target groups
- Assist the experts on programme's expectations and monitoring of their work and performance
- Participate in the main events of the platform
- Coordinate and liaise with other relevant thematic platforms
- Assess and monitor the deliverables and results of the platform activities, contribute to the platform evaluation

### **Task 3 - Programme related tasks**

- Contribute to the development of programmes tools and templates (e.g., the Interreg Europe 'Portal')
- Contribute to the general programme promotion through intervention at diverse events
- Collect interesting data to be included in various documents and publications
- Contribute to the preparation of the Programme Monitoring Committee meetings and, when required, participate in these meetings

## **Qualifications / Selection criteria**

### Basic requirements:

- Master degree in a relevant field
- A minimum of three years' experience, in particular:
  - in a local / regional public authority or any organisation involved in regional development policy
  - in EU-funded projects or programmes, preferably on Structural Funds and Interreg;(applications with less than 3 years' experience will not be considered)
- Knowledge of regional development preferably through practical experience
- Knowledge of European regional policy and the Structural Funds programmes preferably through practical experience and preferably in the field of environment and resource efficiency policies
- Knowledge of EU cooperation programmes
- Excellent communication, organisational, diplomatic and interpersonal skills
- Excellent writing and editing skills
- Fluency in English, and proficiency in at least one of the other EU languages; other languages appreciated
- Computer literacy
- Capacity to work in an international environment

### Other important skills:

- Accuracy and assertiveness
- Sense of initiative
- Open-mindedness; independence, but good team working abilities
- Ability to propose and implement solutions
- Experience the fields of environment and resource efficiency policies

Experience in IT tools / monitoring system development would be a plus for this position.



## Location

Interreg Europe Joint Secretariat, Les Arcuriales – 45, rue de Tournai, entrée D, 59000 Lille, France.

## Terms of employment

The position is based on a contract under French law. Contract will be made between the individual and the GEIE GECOTTI-PE, on behalf of the Région Hauts de France, Managing Authority of the programme.

**The position is in Lille (France).**

The assignment (long term contract) will start as soon as possible, preferably from **1 September 2022**.

## Remuneration package

The Secretariat offers a competitive salary along with comprehensive medical cover and pension plan.

**Monthly gross salary:** starting from 3,900 euros (approximately EUR 2,700 net per month after tax and charges for a single person without children living in France – not binding).

## Applications

All applications should be submitted in English and include the documents below:

- a **motivation letter highlighting the main reasons for applying to the position**
- a **Curriculum Vitae** in standardised Europass format (**other formats will not be considered**) (<http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>)
- a **registration form**

This documentation will form the basis of the initial stage of candidate assessment.

**The applications are to be sent by e-mail to [HR@interregeurope.eu](mailto:HR@interregeurope.eu), please indicate in the subject line: "your name - position of Policy Officer"**

**Closing date for applications: Wednesday 08 June 2022**

Candidates are invited to provide an easy way to contact them (mobile phone or landline) before and after the interview.

## Interviews

Selection will be made through a competition based on interview with the Secretariat. The secretariat reserves the right to shortlist candidates in the manner it deems most appropriate based on the profile requirements. Pre-selected candidates will be invited for a short phone interview on **Thursday 16 June 2022** (morning).

Successful candidates will be asked to participate to online interviews on **Thursday 23 June 2022:**

- one hour interview with a panel composed of representatives of the secretariat and the managing authority of the programme,
- one hour interview with a HR consultant,
- Thirty minutes practical exercise.

*EEIG GECOTTI-PE, 45 rue de Tournai 59000 Lille France, will collect, process and store the information that you provide when you apply. This data will be used for recruitment purposes only. The data of candidates invited to the interview in Lille will be shared with our HR consultant and the Managing Authority who will use it only in accordance with our instructions and in the same purposes. The data of other candidates will not be shared with anyone else. We will keep this data for audit purposes in respect of Common Provisions Regulation (EU) No 1303/2013 Article 140. When the period stipulated in this article is over, we will delete it. If you require the erasure of your personal data before that date, please email us at [HR@interregeurope.eu](mailto:HR@interregeurope.eu)*