

JOB OFFER	
Job title	Project Officer
Directorate	Directorate of the Managing Authority (Direction de l'Autorité de Gestion - DAG)
Department	Joint Secretariat (Service Interreg MED - SIM)
Unit	Project Unit (Unité Projets - UP)
Objective of the Department or of the Unit	Assistance for projects / Assessment / Qualitative and quantitative monitoring / Thematic information and activities / Coordination and capitalisation of projects
Immediate superior	Head of Unit
Management functions	No
JOB DESCRIPTION	
Global description of the missions	<p>Under the responsibility of the Joint Secretariat (JS) Coordinator and of the Head of the Project Unit, the Project Officer will provide project applicants with information regarding the Interreg MED and Euro-MED Programme activities and will advise them.</p> <p>He or she will assess the project proposals and will help the Programme authorities with the selection of the proposals. Furthermore, he or she will ensure an implementation and a good monitoring of the projects selected (under the responsibility of the Programme authorities).</p> <p>He or she will equally contribute to a qualitative analysis and capitalisation of the Programme projects and will ensure a thematic follow-up of an objective of the Programme.</p> <p>Finally, the Project Officer will coordinate projects and working groups and contribute to specific activities within the governance of the Programme.</p>
Activities	<p>To receive and register the project proposals and check their eligibility;</p> <p>To contribute to the evaluation of project proposals;</p> <p>To summarise the evaluation results and prepare the meetings of the Monitoring Committee;</p> <p>To support the MA in drawing up contracts with the Lead Partners of the approved projects;</p> <p>To support the Lead Partners and the other relevant partners in order to ensure a good monitoring of the projects;</p> <p>To receive and archive projects' documents;</p> <p>To contribute to developing supporting and guidance documents for the projects' monitoring and their implementation;</p> <p>To check the projects' progress reports;</p> <p>To organise training sessions for the Lead Partners and other relevant partners;</p>

	<p>To contribute to drawing up annual and final implementation reports of the Programme; To prepare transnational meetings of the Programme; To guarantee the projects' data recording in projects' information management system; Frequent trips abroad should be foreseen (participation in the Monitoring Committees, in the projects' internal meetings, etc...); To be referent for issues related to a Programme thematic for the Programme authorities and bodies (Managing, Certifying and Audit authorities, Monitoring Committee, National Authorities and NCPs, project partners, within the JS Interreg MED, European Commission, etc.) and for other programmes and European networks; To conduct cross-cutting programme activities (capitalisation, evaluation, indicators, etc.).</p> <p>He or she may carry out any activity necessary for the Joint Secretariat or to ensure the continuity of service.</p>
COMPETENCIES REQUIRED	
Education, diploma and certificates	<p>Higher university degree (BAC+4 / Master degree) (preferably in International Relations, European Affairs, legal affairs or similar, planning, economic development). At least 5 years professional experience in the field of selection/monitoring/implementation of European projects, in particular including EU funds.</p>
Knowledge	<p>Good knowledge of Community rules and regulations concerning the Structural Funds and of the existing legislation in the Interreg MED Programme Member States (ERDF and IPA); Good knowledge of one of the Interreg Euro-MED Programme thematics; Good knowledge of IT systems;</p> <p>Languages: excellent knowledge of French and/or English and good knowledge of one of both. Good knowledge of at least another language of the Programme (but French and English).</p>
Skills	<p>Analytical and synthetical skills; Team work capacities; Facility in written and oral expression.</p>
Interpersonal skills	<p>Autonomy Capacity to take initiatives Team spirit Stress resistance Good interpersonal skills for the participation in international working groups Versatility and flexibility</p>

CHARACTERISTICS - MODALITIES AND CONSTRAINTS	
Place of work	Provence-Alpes-Côte d'Azur Regional Council - Marseilles
Functional Relationships	<p>Permanent relationships with beneficiaries, national, regional and local authorities of the participating States, Certifying and Audit Authority, representatives of the European Commission and other international institutions.</p> <p>Internally, permanent relationships with the MED Managing Authority and possible relationships with other Departments of the Region.</p>
Ethical code of conduct	<p>Any officer undertakes not to divulge, outside the strictly professional context, or to use for personal purposes any confidential information linked to his responsibilities and activities.</p> <p>Any officer must comply with the conflict of interest procedures established by the Programme.</p>
	<p>This position is fully co-financed:</p> <ul style="list-style-type: none"> - 80% by ERDF, - 20% by co-financing from the Member States of the Programme.

NB: this job description may be subject to change according to the Region's missions, projects and constraints.