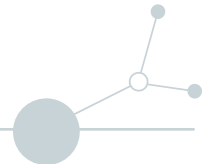




VACANCY AT THE JOINT SECRETARIAT

Programme Officer (PO)
Thematic Area “Innovation”



27 January 2025





1. Background

The Interreg CENTRAL EUROPE (CE) Programme is currently looking for candidates to fill the following position at the joint secretariat (JS):

Programme Officer (m/f/d)

The Interreg CENTRAL EUROPE Programme

Interreg CE is a funding programme that is part of EU Cohesion Policy for the 2021-2027 programming period. It co-finances transnational cooperation projects, which work across borders developing, testing and implementing solutions needed to make central European regions more resilient and attractive.

The programme area covers nine central European countries: Austria, Croatia, Czech Republic, Hungary, Poland, Slovakia and Slovenia, as well as parts of Germany and Italy. Public and private organisations from these countries can form transnational project partnerships and apply for funding from the programme.

Funded projects develop and pilot solutions, build institutional capacities and facilitate knowledge transfer to make central Europe smarter, greener, better connected and more integrated.

In particular, within the programme priority 1 “Cooperating for a smarter central Europe” the programme supports transnational cooperation projects that help regions and cities to build capacities for smart specialisation, industrial transition and entrepreneurship. Our projects strive for enhancing innovation capacities and encourage the uptake of advanced technologies. The Interreg CE Programme is managed by the City of Vienna in its function as managing authority (MA) with the support of the JS. The JS is an international office based in Vienna.

Further information about the Interreg CE Programme and its funding priorities can be found at www.interreg-central.eu.

The Interreg CENTRAL EUROPE joint secretariat

The JS was established by the MA as an organisational unit of the EU-Förderagentur GmbH (EUFA), which is itself a subsidiary body of the City of Vienna. The JS assists the MA and the programme monitoring committee in carrying out their functions.

The JS is organised in functional units according to tasks. The Programme Officer will be positioned into the “Project Unit”. For further information on the JS please visit www.interreg-central.eu/contacts/#jointsecretariat.



2. Requirements for the position

What is the job about?

Main duties and responsibilities (job profile)

As Programme Officer within the Project Unit the selected candidate will focus on the full project cycle: Providing support to project applicants, performing project assessments, conducting project contracting, accompanying and monitoring project implementation, including project closure. In addition, at programme level, the selected candidate will support the overall implementation of the Interreg CE Programme and the capitalisation of the achieved results.

More precisely, the main tasks to be performed by the selected candidate are listed below.

Project management

- Providing information, guidance and counselling to applicants and beneficiaries for any aspect of the project lifecycle (thematic, finance, communication).
- Contributing to the organisation and implementation of events, workshops and trainings for the capacity building of applicants and beneficiaries.
- Assessing project proposals received within calls.
- Managing the contracting process, including the verification of the given conditions for project approval.
- Monitoring the implementation of projects, including the implementation of project review meetings and on-the-spot-checks.
- Managing project modifications in compliance with standard operating procedures.
- Assisting the Programme Unit in performing plausibility checks of expenditure, quality review of national control work, managing project audits.
- Supporting the collection of data and information on projects and their implementation for reporting to the programme bodies and the European Commission.

Communication and capitalisation

- Supporting the collection, synthesis and communication of project achievements and good practice at all levels.
- Identifying project achievements, best practices and project stories suitable for communication.
- Supporting the implementation of the programme capitalisation strategy.
- Contributing to the programme external relations.

Programme management

- Contributing to the preparation and update of relevant programme documents.
- Keeping the programme monitoring system and other IT tools updated.
- Supporting the programme evaluation exercises.
- Participating in programme management meetings.



Who are we looking for?

Qualification and selection criteria

The selection of candidates will be based on qualifications and criteria listed below.

Minimum requirements (obligatory)

- University degree in relevant disciplines (e.g. technical/scientific or economic-related fields, etc.) or equivalent professional experience;
- At least 3 years of professional experience in positions related to the thematic field of innovation (e.g. innovation policies, business support, technology and innovation transfer, etc.) and/or project management;
- Excellent command of English language;
- Good command of the MS-Office suite;
- Be a national of a Member State of the European Economic Area or Switzerland or hold a valid working permit.

Desirable qualifications

- Sound knowledge of innovation topics addressed by the Interreg CE programme priority 1 - such as enhancement of innovation capacities, green and digital industrial transition, smart specialisation, SME competitiveness, skills development, entrepreneurship, social innovation etc. - as well as of the relevant EU policy framework;¹
- Experience in programme or project management in the framework of EU-funded programmes, ideally in the framework of Interreg (European Territorial Cooperation) programmes;
- Experience in the assessment of project proposals and in the monitoring of project progresses;
- Knowledge of another language of the Interreg CE Programme area.

Desirable personal profile

- Drive and determination to deliver high-quality results within tight deadlines;
- Strong analytical and critical thinking skills;
- Good organisational skills, accuracy and assertiveness;
- Ability to manage the big picture, in addition to having an eye for detail;
- Ability to anticipate, propose and implement solutions;
- Independent, yet team-oriented and service minded approach;
- Sense of initiative and commitment in the daily work;
- Willingness to work on a flexible time schedule and to travel.

¹ The detailed description of the programme priority 1 is provided in the Interreg Programme document available at this [link](#).



3. Terms and conditions for employment

- The working place is Vienna (Austria).
- The employment contract will be established with EU-Förderagentur GmbH, a subsidiary body of the City of Vienna, under the Austrian Employees Act for private employees.
- Working at the JS shall start at the earliest possible date following the conclusion of the selection procedure and will last two years (including a one-month probation period). The contract may be further prolonged, at the discretion of the employer.
- The employment is foreseen **on a 40 hours per week basis**. Overtime hours that may be carried out in addition to the standard working time can be either paid out or converted into compensatory time off, with limitations.
- The work of the employee will be supervised and coordinated by the Heads of the JS Project Unit.
- The annual salary will depend on professional background and experiences, **starting from at least EUR 56.000,- gross per year**. Net salary will strongly depend on individual taxation.
- Working conditions include flexible working time (with core-hours) and home-office arrangements.
- The working language is English.

4. Selection process

The selection of candidates is performed by a selection panel composed by members of the MA and JS. The selection process includes the following main steps.

- The selection panel will evaluate the submitted applications and enclosed *curricula vitae*.
- The best-qualified applicants are invited to a first interview, conducted online and lasting approx. 30 minutes.
- Shortlisted candidates will be invited to a second interview at the MA/JS premises in Vienna. The second interview will be followed by a practical exercise. The second interview including the practical exercise will last approx. 1,5 hours.
- Interviews will be held in English. Knowledge of other EU languages may also be tested, if relevant.
- At the end of the process, the selection panel will draw a ranking list of candidates. Inclusion in the ranking list does not guarantee any appointment.



5. Other information

Confidentiality

Candidates are reminded that the selection is confidential. All enquiries or requests for information or documentation in relation to the selection should be sent to the address referred below. Candidates are asked to report any potential change of contact information in writing without delay.

Equal Opportunities

The programme applies an equal opportunities policy without distinction on the grounds of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

6. Submission of applications

Interested individuals are invited to apply online at the following link:

https://www.eufa-wien.at/home/kontakt/karriere?sel_language=eng&yid=3159

Applications sent by e-mail or other forms different than the online system **will not be considered**.

The application shall include:

- A motivation letter in English of **no more than one page**;
- A detailed *curriculum vitae* (in order to make sure that your *curriculum* contains all needed information, you are encouraged to prepare it through Europass at <https://europa.eu/europass/en>);
- The online filled-in application form.

Supporting documents might be requested on demand.

To upload the CV and motivation letter (in PDF) please follow the instructions in the online application tool.

Applicant data will be managed according to the General Data Protection Regulation (EU) 2016/679.

Please note that information submitted by the candidates and the selection process documentation might be shared with other departments of EU-Förderagentur GmbH, the City of Vienna and the JS.

The deadline for submitting applications is:

24 February 2025

Interviews will take place indicatively between February and March 2025.

For questions related to the vacancy, please contact the JS at Info@interreg-central.eu.