



Recruitment of an officer (project finances and support to IPA/NDICI countries)

General advert

January 2023

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

The JS is looking for one Officer

- **to assist applicants and lead partners with the development and implementation of their project especially with regards to financial aspects.**
- **to support the programme in the preparation of the possible extension of the programme to 7 Partner States financed under the IPA and NDICI funding (transversal task).**

Job profile

Tasks and responsibilities

Project Finance Tasks

- assistance to project applicants on financial aspects
- assessment of project applications with a focus on financial matters as well as state aid questions
- assistance to approved projects and first level controllers, eg. fulfilment of approval conditions, advice on financial reporting and first level control, budget flexibility rules, budget spending, eligibility of expenditure, public procurement and state aid rules



- monitoring project implementation, changes and closure through project progress reports with focus on financial progress
- contribution to the development and update of programmes tools and templates (such as programme manual, contracts, reporting forms, financial sections in database/online system)
- participation in internal and external events, seminars and webinars, such as training seminars for the project partners' finance and first level control (FLC) staff
- accompanying EC, CA + MA + national quality checks + ensuring the follow-up if needed (in cooperation with First level control and audit Officer)

Tasks related to the possible programme extension to 7 Partner States financed under IPA and NDICI funding

- assistance to the JS management in their contacts with the EC and the IPA/NDICI countries to promote the programme and to receive their expression of interest on a potential adhesion to the Interreg Europe programme,
- assistance to the revision of the programme document (incl. financing plan),
- assistance to the revision of other programme documents (such as MC and GoA rules of procedure),
- preparation of documents for MC and IPA/NDICI decision,
- establishment of a risk assessment related to the programme extension to 7 additional Partner States and two new funding sources,
- analysis and input to the financing agreement (legal, financial and control aspects),
- cooperation with other programmes involving IPA and NDICI countries such as URBACT, Danube and MED programmes,
- in case of MC and IPA/NDICI country positive decision:
 - follow-up of the financing agreement signature process
 - preparation of the IPA/NDICI countries' participation in calls for project proposals as of 2024, such as programme promotion, adjustment of project documents (programme manual, reporting forms), assistance to applicants etc (in cooperation with the other members in the JS team)

Qualifications / Selection criteria

Basic requirements:

- University degree;
- past experience in the management of EU-funded projects or programmes; preferably on Structural Funds
- knowledge of European Union institutions, policies and regulatory framework, Cohesion policy and European Territorial Cooperation in particular, preferably through practical experience;
- knowledge about IPA and NDICI funding regulations and EU-accession processes
- knowledge of the management of EU-funded projects with a focus on financial management and legal aspects, preferably through practical experience; knowledge of content and communication-related aspects of project development and implementation is an additional asset, which would be helpful due to the transversal nature of the IPA/NDICI country tasks
- fluency in English and proficiency in at least one of the other EU languages; other languages appreciated;
- good writing and editing skills;
- good computer literacy (Microsoft Office);



Other relevant skills:

- capacity to work in an international environment;
- sense of initiative
- good analytical skills
- ability to anticipate, propose and implement solutions
- open-mindedness, positive attitude, good communication skills
- independence, but good team working abilities and service attitude
- ability to juggle different tasks at the same time and to respect deadlines
- outstanding organisation skills, accuracy and assertiveness

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 May 2023**.

Remuneration package

Salary: from EUR 3,996.46 Gross (approximately EUR 2700 net 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.
- a **registration form** (Excel format)

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

Please send your application by e-mail to HR@interregeurope.eu and indicate in the subject line:
“*your name* - position of Project Finance Officer and support to IPA/NDICI countries”

Closing date for applications: Wednesday 8 February 2023

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, including on the basis of the essential requirements. Successful candidates will be asked to participate in an interview on Monday 27 February 2023 with a panel composed of representatives of the secretariat and the managing authority of the programme.

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