

Recruitment of a **Project Officer**

For the joint secretariat (JS) in Munich, Germany

Alpine Space is the transnational Interreg programme for the Alps and is part of the "European Territorial Cooperation" objective of the European Union. Together with 14 other programmes it strives for transnational cooperation in and between the European regions and provides co-financing by the European Regional Development Fund (ERDF) for projects.

The programme connects actors from various sectors and different policy levels from the programme's seven partner states. They work together to tackle common challenges, exchange ideas and develop new working methods, with the aim of influencing policy-making and improving the quality of life in the region.

So far 33 projects are being co-financed and supported by the programme throughout their life cycle – starting from the generation of ideas, to project application, their implementation, to the point of closure. The third call for project proposals is currently open and the selection of projects for co-financing will be made in spring 2018. The JS is caring for the day-to-day implementation and management of the programme.

For more information about the programme, please visit our website: www.alpine-space.eu.

Tasks and responsibilities

- + Monitoring the implementation of approved projects and carrying out the verification of progress reports with regard to the performed activities, the reported expenditure and the achieved results;
- + Analysing potentials for synergies and supporting results promotion of approved projects;
- + Evaluating project applications for co-financing;
- + Representing and promoting the programme at public events (seminars, conferences, etc.);
- + Providing programme management support, which includes the preparation and implementation of programme committee decisions, e.g. elaboration of documents, analyses and reports about programme implementation;
- + Supporting the management of the programme's e-monitoring system;
- + Contributing to the reporting obligations of the programme to the European Commission.



Required qualifications

- + University degree in public administration, law, business or economics, political or natural science or other related fields;
- + Working experience that allows immediate start of activities;
- + Experience with European projects or programmes, especially with those co-financed by the ERDF;
- + Thematic expertise/knowledge in at least one field covered by the Alpine Space cooperation programme priorities, preferably priority one “Innovative Alpine Space” and / or priority two “Low carbon Alpine Space”;
- + Fluency in spoken and written English and one language of the cooperation area, preferably German, Italian or Slovene;
- + Project management skills;
- + MS-Office (especially Word, Excel and Power Point) and internet literacy.

Further desirable qualifications and skills

- + Knowledge of other languages of the cooperation area is of advantage;
- + Experience in and/or ambition to work in an international environment with different administrative traditions;
- + Knowledge of the cooperation area and enthusiasm for European affairs;
- + Knowledge and interest for IT tools / applications, financial control or experience with information and communication activities (preferably in the context of EU funded programmes / projects) are welcome;
- + Creativity and problem-solving orientation, interest in new learning experiences;
- + Communication and moderation skills, strategic thinking, open and service minded team worker.

Starting date of assignment: October 2017



We offer

A working contract until 31 December 2018 (employment at a German public administration – based on the "Tarifvertrag für den öffentlichen Dienst der Länder") in a small dynamic international team.

Details on the application procedure

- + The application is taking place exclusively on-line at the following [link](#).
- + Candidates are invited to upload a cover letter in English of no more than two pages, describing the suitability for the position in relation to the tasks and qualifications listed above and a detailed Curriculum Vitae (further documents upon request only).
- + The earliest possible starting date shall be indicated.
- + The applicant must be a citizen of an EU-Member State or a Partner State of the programme.
- + Deadline for application is **03 July 2017**.
- + All applications will be acknowledged.
- + Interviews with short listed candidates will be held on **19 July 2017** in Munich/Germany.

For further information please contact the Joint Secretariat: js@alpine-space.eu / + 49 89 9214 1800

We are looking forward to receiving your application!