



Recruitment of a **Project Officer** for the Joint Secretariat Munich/Germany (three years contract with possible extension)

The Alpine Space programme 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.

The Alpine Space programme connects actors from various sectors and different policy levels from the programme's 7 countries. They work together to tackle common challenges, exchange ideas and develop new working methods, with the aim of influencing policy-making.

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;
- Providing technical support to project applicants and 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, esp. with such co-financed by the ERDF;
- Thematic expertise/knowledge in at least one field covered by the Alpine Space cooperation programme priorities, preferably priority three "Liveable Alpine Space";



- Fluent in spoken and written English and Slovene;
- Project management skills.

Further desirable qualifications:

- Experience in working with Slovene public administration;
- 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;
- Experience in the management of an e-monitoring system;
- 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: Preferably October 2015

We offer:

A three years working contract with possible extension (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 dossier:

- Candidates shall send 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. The earliest possible starting date shall be indicated.
- Applications shall be sent by e-mail, reference "Job application project officer" to the Joint Secretariat of the Alpine Space programme at the address js@alpine-space.eu by **10th August 2015**.
- All applications will be acknowledged.
- Interviews with short listed candidates will be held on August 26th in Munich/Germany. For further questions or information please contact the Joint Secretariat: Tel: + 49 89 9214 1800

We are looking forward to receiving your application dossier!