



## Recruitment of a **Project Officer** (100%)

For the joint secretariat (JS) in Salzburg, Austria

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 joint solutions, with the aim of influencing policy-making and improving the quality of life in the region.

More than 60 cooperation projects have been co-financed and supported by the programme in the period 2014-2020. In the meanwhile a new programme is being elaborated which shall run in the period 2021-2027. The joint secretariat (JS) is caring for the day-to-day implementation and management of the programme, including its communication.

As managing authority (MA) the Land of Salzburg bears the overall responsibility for the sound and successful implementation of the programme. The MA is supported by the JS which is currently located in Munich and will be relocated to Salzburg starting from July this year. The programme is now hiring a project officer for the JS in Salzburg.

For more information about the programme, please visit our website: [www.alpine-space.eu](http://www.alpine-space.eu)

### Your tasks and responsibilities

- + Monitoring and supporting the implementation of co-financed 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 projects;



- + Observing trends, topics and issues in the cooperation area;
- + Providing technical support to project applicants and evaluating project applications for co-financing;
- + Implementation and support of programme internal and external evaluations;
- + Support in the organisation and post-processing of programme events,
- + Preparation of programme documents and documents for meetings and decisions of the programme bodies including setting up of reports on results;
- + Representing the JS/the programme towards the European Commission, in diverse European and alpine-wide workgroups and networks (e.g. Interact, Alpine Convention, EUSALP action groups), at project meetings/events and at programme external conferences;
- + Providing support to the programme MA in all issues of programme steering, financial control, audits, communications and the electronic monitoring system;
- + Ad-hoc tasks assigned by the head of the JS.

## Your 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 funding priority of the Alpine Space programme;
- + Fluency in spoken and written English;
- + Native-alike command of Italian or Slovene;
- + Project management skills;
- + MS-Office (especially Word, Excel and Power Point) and internet literacy.

## Further desirable qualifications and skills

- + 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 financial control, IT tools/applications are welcome;
- + Creativity and problem-solving orientation, interest in new learning experiences;
- + Communication and moderation skills, strategic thinking, open and service minded team worker.



## We offer

An interesting job in a small dynamic international team, embedded in the unit for regional development and EU-regional policy of the department for economy, tourism and municipalities of the government office of Land Salzburg.

A two-years working contract based on Austrian civil law, with a salary based on the scheme of the Land of Salzburg (Landesbediensteten-Gehaltsgesetz). Salary will be ranging between 3.332,20 EUR and 4.408,60 EUR gross on fulltime basis (14x per year), the effective salary classification depends on working experience of the candidate.

## Details on the application procedure

- + The application is taking place exclusively on-line at the following link:  
<https://ec.europa.eu/eusurvey/runner/application-project-officer-2021>
- + Candidates are invited to upload a cover letter in English of not 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 **14 April 2021**.
- + All applications will be acknowledged.
- + Interviews with short listed candidates will be held in calendar week 16 via video call (zoom).

**Starting date of assignment: as soon as possible**

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

**We are looking forward to receiving your application!**