



Recruitment of a Project Officer (100%)

For the joint secretariat (JS) in Salzburg, Austria

The Interreg Alpine Space programme co-finances and supports cooperation projects across the borders of seven Alpine countries. Since its creation in 2000, it tackles common challenges and improves the quality of life of the 80 million inhabitants of the Alpine region. Within the current period 2021-2027, we are at the forefront of the transition to a unique, carbon neutral and climate resilient European territory: the Alpine region. The programme is funded by the European Regional Development Fund (ERDF).

The programme connects actors from various sectors and different policy levels from the 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. We are working in close coordination with the macro-regional strategy for the Alpine region (EUSALP) and the Alpine Convention. With € 107 M ERDF we will support over 100 alpine wide cooperation projects in the 2021-27 period.

The Land of Salzburg acts as managing authority (MA) and as joint secretariat (JS) of the programme. As MA it bears the overall responsibility for the sound and successful implementation of the programme. As JS it cares for the day-to-day implementation and management of the programme, including its communication. Land Salzburg is now hiring a project officer for the JS.

For more information about the programme, please visit our website: 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;
- + Implementing and supporting programme internal and external evaluations;



- + Supporting the organisation and post-processing of programme events;
- + Preparing programme documents and documents for meetings and decisions of the programme bodies including the setting up of minutes;
- + 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 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;
- + Instructing and supervising interns in the JS.

Your qualifications

- + University degree in jurisprudence, business sciences, natural sciences, humanities or other related fields;
- + Several years of working experience with European initiatives, projects or programmes, especially with those co-financed by the ERDF;
- + Expertise in working in or closely with public administration;
- + Thematic expertise/knowledge in one of the funding themes of the Alpine Space programme 2021-2027, preferably priority 1 “climate resilient and green Alpine region”;
- + Fluency in spoken and written English;
- + Nationality of one of the partner states of the programme or native speaker or native-alike command of one of the languages spoken in the Alpine area;
- + Good project management, communication and moderation 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, state aid/public procurement are welcome;
- + Creativity and problem-solving orientation, interest in new learning experiences;
- + Strategic thinking, open and service-minded team worker;
- + Accuracy and reliability.



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-year working contract (prolongation envisaged) based on Austrian civil law, with a salary based on the scheme of the Land of Salzburg (Landesbediensteten-Gehaltsgesetz). Minimum salary will be € 3.999,04 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/recrutement_po_2022
- + 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 **09 September 2022**.
- + All applications will be acknowledged.
- + Interviews with short listed candidates will be held in calendar week 38/39 in Salzburg or per video call.

Starting date of assignment: as soon as possible

For further information please contact the Joint Secretariat: js@alpine-space.eu / + 43 662 8042 3702

We are looking forward to receiving your application!