



Recruitment of a Project Officer (100%)

For the joint secretariat (JS) in Salzburg, Austria

The Interreg Alpine Space programme is a European cooperation programme for the Alpine region that finances cooperation projects across the borders of seven Alpine countries. It tackles common challenges and improves the quality of life of the 80 million inhabitants of the Alpine region. The programme addresses public authorities on national, regional and local level, institutions of higher education, as well as enterprises, business support organisations, NGOs and associations. 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. Through innovative and pioneering ideas, the programme fosters the integration of sustainable economic development, societal wellbeing and the preservation of its outstanding nature.

The programme connects actors from various sectors and different policy levels from the seven partner states. They work together on 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. The programme is funded by the European Regional Development Fund (ERDF). For the 2021-2027 period, we will support over 100 alpine wide cooperation projects with € 107 Million.

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.

Your tasks and responsibilities

- Providing technical support and advice to project applicants and assessing project proposals;
- Monitoring and supporting the implementation of co-financed projects and carrying out the verification of project progress reports;
- Promoting synergies between projects and supporting the diffusion of their results;

- Observing trends and topics relevant to the programme in the cooperation area;
- Implementing and supporting evaluations related to the programme performance;
- Engaging in the organisation of programme events, e.g. by giving presentations or moderating discussions;
- Supporting the maintenance and development of the electronic monitoring system;
- Setting-up documents for meetings and decisions of programme bodies including post-processing;
- 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 international conferences;
- Supporting the programme management in all issues of programme steering, financial control, audits and communications;
- 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;
- Working experience with European initiatives, projects or programmes, especially with those co-financed by the ERDF allowing an immediate start;
- Expertise in working in or closely with the public administration;
- Thematic knowledge respectively interest in one of the funding themes of the Alpine Space programme 2021-2027;
- Fluency in spoken and written English;
- Nationality of one of the partner states of the programme or native speaker / native-alike command of one of the languages spoken in the Alpine area - preferably Slovene;
- 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 or interest for IT tools/applications;

- Creativity and problem-solving orientation, interest in new learning experiences;
- Strategic thinking, accuracy and reliability, open and service-minded team worker.

We offer

- An exciting 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;
- The opportunity to bring in own ideas, to improve soft and hard skills during workshops and trainings, to co-organise alpine-wide events, to travel and discover the Alpine region and help making it a better place to work and live through cooperation;
- A working contract linked to the duration of the funding period based on Austrian civil law, with a salary based on the scheme of the Land of Salzburg (Landesbediensteten-Gehaltsgesetz). Your minimum annual gross salary will be € 59.995,6 (14 x € 4.285,40 full time basis). 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/recruitment-po-2023>
- 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 applicant must be a citizen of an EU-Member State or a partner state of the programme.
- Deadline for application is **23 October 2023**.
- All applications through the online form will be acknowledged.
- Interviews with short listed candidates will be held in calendar week 45/46 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