



Recruitment of a Communication and Programme Officer (75%)

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 80 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 Communication and Programme Officer for the JS.

Your tasks and responsibilities

- Supporting the communication manager in implementing the programme's communication strategy and in the conception of related communication measures;
- Supporting event management (e.g. request for offers, documentation etc);
- Implementing public relations and media activities of the programme (e.g. website content, newsletters, social media, publications etc.);
- Supporting communication on project level, notably by guiding and training project managers to

- plan and implement their communication/public relation activities;
- Managing the network of Alpine Space Contact Points (e.g. organisation and moderation of meetings; ongoing communication with contact points);
- Supervision and ongoing updating of the Programme Manual and other internal and external programme documents;
- Supervision of the Management and Control System Description (MCSD) and its annexes, including the coordination of regular updates of the system description and of the programme's risk management;
- Implementing and supporting internal and external evaluations related to the programme performance;
- Setting-up documents for meetings and decisions of programme bodies including post-processing;
- Preparation of procurements done by the JS and manage incoming requests (e.g. JS email box);
- Supporting the programme management in all issues of programme steering, financial control and audits;
- Instructing and supervising interns;
- Ad-hoc tasks assigned by the head of the JS.

Your qualifications

- University degree in communication, law, business sciences or other related fields;
- Working experience in managing European projects or programmes, and/or with information and communication activities (especially with those co-financed by the ERDF) allowing an immediate start;
- Experience in the coordination of complex administrative processes involving a wide range of actors;
- Expertise in working in or closely with the public administration;
- 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;
- Excellent communication, presentation, moderation and 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 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 with 30 hours per week allowing a good work/life balance, 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 correspond to € 65.485,00 for full time (14 x € 4.677,50, i.e. 40 working hours per week contracts). 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-04-2024>. All applications through the online form will be acknowledged.
- Candidates are invited to upload a detailed Curriculum Vitae and a cover letter in English (maximum two pages), describing the suitability for the position in relation to the tasks and qualifications listed above. 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 by **05 April 2024**. Interviews with short listed candidates will be held in calendar week 17 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