



Recruitment of a Project Officer (100%)

For the joint secretariat (JS) in Salzburg, Austria

The Interreg Alpine Space programme is at the forefront of the transition to a unique, carbon neutral and climate resilient European territory: the Alpine region. We tackle common challenges and contribute to improve the quality of life of 80 million inhabitants by co-financing and supporting cooperation projects across the borders of seven Alpine countries. Through innovative and pioneering ideas and projects, we foster the integration of sustainable economic development, societal wellbeing and the preservation of the outstanding nature of the Alpine region.

The programme connects actors from various sectors and different policy levels from the seven partner states. They work together, exchange ideas and develop joint solutions, with the aim of influencing policy-making and improving 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. We are funded by the European Regional Development Fund (ERDF), thanks to which we will support with € 107 million over 60 Alpine-wide cooperation projects in the period 2021-2027.

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 manages the day-to-day operations and communication. The Land of Salzburg is now hiring a Project officer for the JS.

For more information, visit www.alpine-space.eu

Your tasks and responsibilities

- Provide technical support and advice to project applicants and assess project proposals;
- Monitor and support the implementation of co-financed projects and carry out the verification of project progress reports;
- Promote synergies between projects and support the diffusion of their results;
- Observe trends and topics relevant to the programme in the cooperation area;
- Implement and support evaluations related to the programme performance;

- Engage in the organisation of programme events, e.g. by giving presentations or moderating discussions;
- Set-up documents for meetings and decisions of programme bodies including post-processing;
- Represent 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;
- Support the programme management in all issues of programme steering, financial control, audits and communications;
- Carry out ad-hoc tasks assigned by the head of the JS;
- Instruct and supervise interns in the JS.

Your qualifications

- Working experience with European initiatives, projects or programmes, especially with those co-financed by the ERDF allowing an immediate start;
- University degree in natural sciences, jurisprudence, business sciences, humanities or other related fields;
- Thematic knowledge respectively interest in one of the funding themes of the Alpine Space programme 2021-2027;
- Fluency in spoken and written English and native speaker/native-alike command of one of the languages spoken in the Alpine area (German, Italian, French or Slovene);
- Expertise in working in or closely with public administration;
- Good project management, communication, presentation and moderation skills;
- Fully computer-literate with advanced knowledge of 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;
- Knowledge of the cooperation area and enthusiasm for European affairs;
- Knowledge of an additional language of the programme area;
- 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, and to travel and discover the Alpine region and help making it a better place to work and live through cooperation;
- The chance to work with managers of our co-financed projects, other Alpine cooperation initiatives such as EUSALP and the Alpine Convention and other European programmes;
- A working contract linked with 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 ca. € 65.485,00 (14 x € 4.677,50 full time basis). The effective salary classification depends on your working experience. The working time is of 39,5 hours per week, with five weeks of paid leave per year.

Application procedure

- The application is taking place exclusively on-line at the following link:
https://ec.europa.eu/eusurvey/runner/Recruitment_po_2024
- 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.
- The deadline for application is Monday **28 October 2024**. Interviews with short listed candidates will be held in calendar weeks 46/47 per video call.

Starting date of assignment: January 2025

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