

## INTERACT POINT VIENNA RECRUITMENT PACKAGE

### THE INTERACT PROGRAMME

The INTERACT Programme is part of the European Territorial Cooperation Objective 2007-13. It is designed to capitalise on the vast pool of experience accumulated in the framework of the INTERREG I, II and III programming periods under cross-border, transnational and interregional cooperation. INTERACT aims at supporting the authorities and bodies in charge of the management of INTERREG/European Territorial Cooperation programmes in daily management and strategic issues. 2008 represents a transition year from INTERACT I (2003-2007) to INTERACT II (2007-2013).

INTERACT II offers advisory services, training opportunities, management tools and information services<sup>1</sup>. INTERACT Point Vienna<sup>2</sup> is part of the decentralised implementation structure of INTERACT II and provides services to all actors participating in European Territorial Cooperation, with a focus on services for programmes located in the South-Eastern part of the European Union and its neighbours.

INTERACT Point Vienna is implemented by the City of Vienna, Municipal Department 27 EU-Strategy.

### VACANCY

**INTERACT Point Vienna is currently seeking suitable applicants to fill the vacancy of:**

## **Project Manager**

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<sup>1</sup> For further information, see the EVENTS section at [www.interact-eu.net](http://www.interact-eu.net)

<sup>2</sup> IP Vienna corresponds to the previous INTERACT Point Managing Transition and External Cooperation (IP MTEC9) – Vienna office.

## MAIN RESPONSIBILITIES AND TASKS

- **Act as first contact person and develop a long-term relationship with the assigned European Territorial Cooperation programmes and stakeholders within the area of IP Vienna** (South East European area)
- Assess the needs of these stakeholders and develop appropriate services
- **Provide assistance** in different phases of the programme (set up, implementation, closure) and **facilitate the exchange of expertise and good practices** among European Territorial Cooperation actors, through:
  - o Workshops, seminars, advisory services and conferences (Content development, Coordination with involved stakeholders, Event organisation and follow-up)
  - o Studies, fact sheets, handbooks, brochures and information material (Content development, Drafting and quality control, Dissemination).

In the fulfillment of his/her tasks, the Project Manager will **closely cooperate with the team** and in particular with the other project managers, but also with other INTERACT stakeholders. Exchange of knowledge and expertise with the other project managers will be ensured. He/she will also coordinate with European Commission and other key-stakeholders.

The Project Manager will also contribute to the **development of the general strategy**, the annual workplans and the reports (activity and financial reports) of IP Vienna.

## SPECIFIC TASKS

In particular the project manager will be the contact person in the field of **Financial Management** for European Territorial Cooperation programmes, by:

- Capitalising on his/her past experience in financial management for INTERREG III programmes/projects and contacts to implement existing services and develop new services for programmes.
- Developing specific expertise and services in this field.
- Ensuring high quality standards and consistency on financial management matters in all contents developed by IP Vienna.
- Representing INTERACT Point Vienna in the INTERACT Financial Management working group (coordination group between all INTERACT Points and Secretariat on financial matters).

He/she will be also involved in the **“Knowledge management in Territorial Cooperation Programmes”**-activity. In particular, he/she will support the responsible project manager in:

- Content development
- Organisation of and participation in stakeholders meetings, analysis and surveys

## **MINIMUM REQUIREMENTS**

- Graduate or post-graduate university degree in any field of relevance to the mentioned tasks
- Excellent English speaking and writing skills
- Knowledge of at least another language, in particular of IP Vienna area (South East European area)
- At least two years working experience in cooperation activities among public/public equivalent bodies in Member States or with EU Candidate and Potential Candidate Countries
- Highly computer literate in especially MS Office (Word, Excel, Power Point) and database software
- Sound knowledge and at least two years experience in INTERREG programme/project management, especially on financial issues (in particular control, audit and monitoring)
- Solid knowledge of ERDF and other INTERREG-related EU regulatory framework (2000-06 and 2007-13) and national legislations

## **FURTHER KNOWLEDGE AND EXPERIENCE, AS ASSET**

- Experience in cross-border INTERREG programmes
- Knowledge/working experience in following themes:
  - o First level control
  - o Second level control - audit requirements
  - o Functioning of neighbourhood cooperation and IPA – ENPI programmes
  - o EGTC instrument and other cooperation structures
  - o Project development and management
  - o Knowledge management
  - o Programme communication and publicity requirements
  - o Monitoring and indicators and capitalisation on projects results
- Thematic knowledge:
  - o Cohesion policy in general
  - o Innovation and regional development
  - o Environment and energy efficiency
  - o Transport and accessibility
  - o Spatial development

## **PERSONAL SKILLS**

- Training and facilitation skills
- Strong organisational and event management skills
- Intercultural - Diplomatic Skills
- Communication and networking skills
- Writing skills (reporting, drafting concepts) and attention to detail and accuracy

- Strong team work skills
  - Customer-oriented approach and high commitment to service provision
  - Willingness to take responsibility for the quality of the delivered services
  - Creativity and problem-solving oriented, interest in new learning experiences
  - Motivation and capability to work individually
  - Willingness to travel
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### CONTRACTING PERIOD

The INTERACT Programme is currently finalising its 2007-2013 legal framework and the signature of the Subsidy Contract between the Programme Managing Authority (Region Bratislava) and the City of Vienna is expected by the end of June 2008.

The selected candidate should take up the assigned position, on the basis of the signed Subsidy Contract, as soon as possible starting from **1 July 2008**.

The position will be contracted on behalf of the City of Vienna MD 27 by the EU-Förderagentur GmbH of Wien Holding GmbH. The contract will run **until 31 December 2014**.

The position is fulltime equivalent, based in Vienna and governed by Austrian labour law.

### SALARY

Competitive salary depending on assigned tasks and responsibilities, qualification and number of years of relevant experience

### APPLICATION PROCEDURE

The application should include:

- A motivation letter in English of no more than one page, briefly describing the suitability for the position as well as the main job expectations of the candidate.
- The application form, filled in with the main information, of no more than two A4 pages, see [Annex](#)
- A detailed Curriculum Vitae with photo.

The application should also include an indication of possible starting dates.

### SUBMISSION OF APPLICATION

The application should be sent **by e-mail only**, with following reference:

1)"Application - IP Vienna Project Manager "

to the following email address: ip.vienna@interact-eu.net.

All applications will be acknowledged.

Applicant data will be managed according to the Law on Data Protection 2000, Austrian Federal Law Gazette No. 165/1999.

Please note that the information submitted by the candidates and the selection process documentation might be shared with the INTERACT Monitoring Committee members, if requested, and the INTERACT Managing Authority, Programme Secretariat and INTERACT Points.

### APPLICATION DEADLINE

**12 June 2008, 12.00 (noon)**

### INTERVIEWS

Interviews with short-listed candidates will be held **between 23 and 27 June 2008 in Vienna.**

### CONTACT

For further questions or information please contact [jp.vienna@interact-eu.net](mailto:jp.vienna@interact-eu.net), Tel: +43 1 4000 27084.