

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 European Territorial Cooperation programmes in daily management and strategic issues.

INTERACT 2007-2013 offers advisory services, training opportunities, management tools and information services¹.

INTERACT Point Vienna 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 Central and 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". Employer of the INTERACT staff is the EU-Förderagentur GmbH, founded by the City of Vienna to manage its international secretariats.

VACANCY

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

Associate Project Manager

¹ For further information, see the EVENTS section at www.interact-eu.net

MAIN RESPONSIBILITIES AND TASKS

- Act as key support for project managers
- Provide competent and pro-active input to IP Point Vienna services for programmes and stakeholders within the area of IP Vienna (Central and South East European area)
- Help 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).
- Help assess the needs of IP Vienna stakeholders and develop appropriate new services together with project managers.

In the fulfillment of his/her tasks, the Associate Project Manager will closely cooperate with all members of the team and in particular with project managers, but also with other stakeholders of the INTERACTProgramme.

The Associate 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 Associate Project Manager will be involved in the field of Financial and Legal Management of European Territorial Cooperation programmes, by:

- Capitalising on his/her past experience in financial management for INTERREG III and/or ETC European Territorial Cooperation programmes/projects and contacts to implement existing services and develop new services for programmes together with project managers.
- Capitalising on his/her understanding of the legal requirements of European Territorial Cooperation programmes/projects
- Help ensuring high quality standards and consistency on financial and legal management matters in all contents developed by IP Vienna.

MINIMUM REQUIREMENTS

- Graduate or post-graduate university degree in any field of relevance to the mentioned tasks such as law, finance/economics, , European studies, regional planning and others
- Excellent English speaking and writing skills

- Knowledge of at least another language, in particular of IP Vienna area (Central and South East European area)
- At least two years working experience in European cooperation programmes or projects among Member States or with EU Candidate and Potential Candidate Countries.
- Computer literate in especially MS Office (Word, Excel, Power Point) and database software
- At least two years experience in INTERREG-Territorial Cooperation programme/project management especially on financial and legal matters
- Knowledge of ERDF and other applicable EU regulatory framework (2000-06 and 2007-13) and national legislations

FURTHER KNOWLEDGE AND EXPERIENCE, AS ASSET

- Knowledge/working experience in following themes:
 - o Financial control and audit, especially in the context of ERDF
 - o Contracting aspects in ETC programmes and projects
 - o Public procurement
 - o State aid
 - o Functioning of neighbourhood cooperation and IPA programmes
 - o EGTC instrument and other cooperation instruments
 - o Project development and management
 - o Preparation of studies and reports
- 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
- Pro-active and oriented towards effective support
- Context- and solution-oriented but also able to pay attention to detail and accuracy
- Organisational and event management skills
- Intercultural - Diplomatic Skills
- Communication and networking skills
- Writing skills (reporting, drafting concepts)
- Team-oriented

- Customer-oriented approach and high commitment to service provision
 - Willingness to take responsibility for the quality of the delivered services
 - Interest in new learning experiences
 - Willingness to travel
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CONTRACTING PERIOD

The selected candidate should take up the assigned position starting as soon as possible, at the latest **1 April 2010**.

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 2013**.

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 a 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 Associate 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.



Sharing Expertise



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

29 January 2010

INTERVIEWS

Interviews with short-listed candidates will be held **between 12 and 26 February 2010 in Vienna.**

CONTACT

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