

Interreg 2 Seas Programme 2014 – 2020

Job description Project Officer/Finance Officer

Reporting to: Programme Director and Project & Finance Unit Coordinators

The Interreg 2 Seas Programme 2014-2020 is a cross-border cooperation Programme approved in the framework of the European Union's territorial cooperation policy. The Programme offers the opportunity for organisations from France, England, Flanders and The Netherlands to submit their project and be part-financed by the European Regional Development Fund (ERDF).

The Managing Authority of this Programme is the Région Hauts-de-France and the Joint Secretariat is based in Lille (FR). This international and multilingual secretariat is now looking for a Project Officer and a Finance Officer.

The Joint Secretariat is organised in 3 different units: the Finance Unit, the Project Unit and the Communication and IT Unit.

The Job description of Project Officer and Finance Officer is the same, since the core tasks linked to the project development, assessment and implementation are largely the same. In this framework, when it comes to financial reporting and correlated issues, both Project and Finance Officers report to the Finance Unit Coordinator. When it comes to the monitoring of project activities and correlated reporting, they report to the Project Unit coordinator.

The work of Project Officer and Finance Officer differ mostly when it comes to some key Programme level tasks (what we call horizontal tasks, as opposed to projects' related tasks).

While Project Officers lead tasks linked to the Programme development (e.g. animation actions, strategic analysis, Programme evaluation, capitalisation). Finance Officers lead tasks linked to securing the overall system (e.g.: eligibility of costs; state aid; analysis of financial data, Programme Monitoring System).

The Programme currently opens 2 positions: one as Project Officer and one as Finance Officer.

Please state in your application which of the two positions you will consider more suitable for your profile and explain your choice.

This flagging will not be definitive; in case you are selected for an interview, the recruitment panel will consider both positions in function of your profile.

You can find below the description of the Project Officer / Finance officer profile:

1. Programme Implementation

- a) Contribution to the Programme performance and to the monitoring and evaluation framework
- b) Contribution to the implementation of the Programme risk strategy
- c) Contribution to the elaboration of methodologies, processes and tools
- d) Contribution to the development and updating of the Programme (thematic focus, working groups, data collection, studies...) in particular in relation to the implementation of the Programme strategy
- e) Contribution to the Programme communication, events and training seminars
- f) Contribution to the preparation of relevant items for the Programme Monitoring Committee
- g) Provide information and assistance to the Programme Monitoring Committee
- h) Provide aggregated information from the Programme Monitoring System
- i) Contribution to the Annual Implementation Report
- j) Assistance to the territorial facilitators and participation in the territorial facilitators' meetings
- k) Participation in the development and implementation of the audit trail and the handbook of procedures
- l) Other tasks of relevance to the Programme implementation (e.g. answer to queries by the Programme partners, the Managing Authority, the Certifying Authority, the Audit Authority)

Please take into account that given the state of play of the Programme implementation, tasks detailed below under 2 and 3 will not be needed right from the start of the position.

2. Project development

- a) *Input to the Programme Manual and other information material*
- b) *Contribution to the project development process by giving guidance and advising the territorial facilitator network*
- c) *Supporting the network of territorial facilitators by organising and participating in training seminars for applicants*

3. Project assessment

- a) *Concept Notes evaluation and opinion*
- b) *Project assessment on the basis of the admissibility, eligibility and quality criteria adopted by the Programme*
- c) *Drafting of assessment reports and other working documents to be sent to Strategic Task Force and the Monitoring Committee members*
- d) *Follow-up of STF and Monitoring Committee decisions*

4. Project Implementation

- a) Follow-up of project implementation: preventative monitoring and contractual follow-up of the projects in cooperation with the Lead or Reviewer officer
- b) Analysis of the progressive projects' implementation on the basis of related data
- c) Ongoing monitoring to ensure a smooth project implementation, providing solutions to technical and financial issues
- d) Assistance to projects in the development and implementation of soft interventions and exception plans
- e) Day to day contacts with national, regional, local and other relevant stakeholders

5. Programme communication

- a) Contribution to the implementation of the Programme communication strategy
- b) Active participation in relevant Programme events (annual event, cooperation fair, etc.)
- c) Representation and promotion of the Programme at *ad hoc* events
- d) Maintaining contacts with other Cooperation Programmes and structures involved in the 2 Seas area

6. Programme Closure

- a) Assistance to the Project Unit Coordinator and Finance Unit Coordinator on closure matters
- b) Capitalization of final project outputs and results (projects annual progress reports, best practices, etc.)
- c) Contribution to the Final Implementation Report

7. Additional tasks

- a) Other tasks of relevance to project development / follow-up (e.g. terms of reference for studies, input for evaluations)
- b) Collaboration to any other tasks to be implemented by the Finance Unit, upon request

8. Basic Requirements

- Master degree in Political science, European studies, Urban & Regional planning, (Applied) Economics, Business, Finance, or another relevant field
- Minimum 3 years demonstrated experience in EU project / Programme management, territorial development/planning systems or policies preferably in an international team
- Knowledge of EU institutions and policies, in particular Cohesion Policy, knowledge of the European Structural and Investment Funds Regulations, knowledge of the EU2020 strategy
- Knowledge of financial project management and financial controls will be an asset
- Priority given to a mother tongue from 2 Seas area: United Kingdom, the Netherlands, Belgium/Flanders and France
- A native Dutch speaker will be prioritised with a high level of proficiency and fluency in English. A good knowledge in French is an asset
- Good team player with capacity to work in a multicultural / international / multilingual environment
- Computer literacy
- Flexible approach to work; prepared to travel and work irregular hours
- Good communication and drafting skills

9. General information for applicants:

Applications (CV & Cover letter) need to be received before **03/01/21 23:59 French time** and have to be sent by email to Véronique WEYLAND-AMMEUX, Programme Director v.weyland-ammeux@interreg2seas.eu and Nathanael HOUARD, Programme Officer n.houard@interreg2seas.eu. We will not consider any applications received beyond that deadline. The applications should be written in English.

An individual email will be sent to all short-listed candidates by 08/01/21 at the latest. Candidates will be expected to confirm their participation to interviews by return email. If a candidate does not receive an email by this date then he/she should consider that he/she has not been shortlisted.

Interviews should take place at the 2 Seas JS offices located in Lille, Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France or via videoconference using the Webex platform in **week 3 from 18/01/21 to 22/01/21**. Transport and accommodation costs may be reimbursed in compliance with the Programme rules.

10. Terms and conditions of employment:

- The JS team is employed by an EEIG: GECOTTI-PE that cover three Interreg Programmes (Interreg Europe, North West Europe and 2 Seas) and a European Union Initiative (Urban Innovative Actions)
- We are looking for experienced candidates, corresponding to an “officer” position. In that case, a private permanent contract under French law will be proposed. Gross salary is: EUR 3,908 – Net Salary before income tax is around EUR 3,018 (Officer Position 1)
- We are open nonetheless to non-experienced candidates. In that case, the type of contract and salary will be adjusted accordingly

The working place is located at the office based in Lille, France.

Interreg 2 Seas Joint Secretariat – Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France.

Starting date: **as soon as possible.**