

## Interreg 2 Seas Programme 2014 – 2020

### Job description Project Unit Coordinator

**Reporting to:** Programme Director

#### 1. General tasks

- Participation with the Programme Director and the Finance Unit Coordinator in the general Joint Secretariat management, including the recruitment and management of human resources
- Coordination of the Programme performance and of the monitoring and evaluation framework together with the Finance Unit Coordinator
- Coordination of the Programme development in order to implement the Cooperation Programme, particularly with reference to the CP section 1 and 2, 6, 7 and 8
- By being part of the management team, organisation of the JS workload: allocation of tasks, planning, day-to-day guidance of the work carried out by the JS Officers
- Coordination of the further development and updating of the Interreg 2014 – 2020 2 Seas Programme (data collection, studies, working groups, events, publications)
- Coordination of the territorial facilitation network.

#### 2. Programme Implementation

##### a. Programme governance

- Main contact relating to Programme development with the Managing Authority the programme partners and the European Commission
- Coordination and organisation of Strategic Task Force, Evaluation Task Force and Monitoring Committee meetings (content)
- Coordination of the contacts with the National Authorities and Hosting Organisations respectively related to the Monitoring Committee and Territorial Facilitation Network.

##### b. Development and implementation of the Programme development according to the CP content and target:

- Strategic analysis of progressive Programme implementation, results and benefits
- Update and dissemination of Interreg and EU regional policy developments
- Coordination of the Programme evaluation framework
- Coordination and drafting of the 2 Seas Business Plan
- Coordination of the drafting of the Annual Implementation Report to the EC

- Coordination, together with the Finance Unit Coordinator, of the data aggregation within the Programme Monitoring System
- Contribution to the definition and update of Programme rules and procedures (Programme Manual, and handbook of procedures)
- Contribution to the development and implementation of a 2 Seas Risk Management Policy
- Contribution to the Programme Monitoring System according to the Programme and project needs.

**c. Management of the territorial facilitators network**

- Participation to the recruitment process, when asked to
- Ensuring induction of new TF
- Supervision of the set-up of necessary process and tools to ensure coordination.

**d. Contribution to Programme promotion**

- Contribution to the conceptualisation and implementation of the Programme communication strategy in liaison with the Programme Director and the Communication officer
- Participation in public events to promote the Programme.

### 3. Project Implementation

- Co-ordination with the Finance Unit Coordinator and contribution to the quality control of the main processes and procedures linked to project implementation
- Co-ordination with the Finance Unit Coordinator and contribution to the quality control of the projects' monitoring
- Advise and issue guidance to JS Officers with a view to harmonising the standards applied to projects on content related aspects
- Coordination of the ongoing and preventative monitoring and ensuring the overview of the workload via management tools
- Supervision and coordination of the project's Annual Progress Reports assessments
- Co-ordination of the performance reviews
- Overall analysis of project deviations at Programme level
- Co-ordination with the Finance Unit Coordinator of the projects' major and technical modifications for the content matters
- Participation in meetings with problematic projects
- Organisation of the inputs for tailored events (approved projects seminars, other seminars)
- Contacts relating to project implementation issues with the Monitoring Committee delegations, the European Commission, and the project lead partners.

### 4. Programme Closure

- Assistance to the Finance Unit Coordinator on closure matters
- Capitalisation of final project outputs, results and benefits.

## 5. Basic Requirements

- Master's degree or equivalent, minimum 5 to 10 years demonstrated experience in EU project management, territorial development/planning systems and policies
- 5-10 Years demonstrated experience in the EU Programme/project management in an international team
- Knowledge of EU institutions and policies, in particular Cohesion Policy
- Knowledge of the European Structural Funds and ETC EU Regulations
- High level of proficiency and fluency in English and French. At least basic knowledge of Dutch would be welcomed
- Computer literacy
- Excellent coordinating and leadership skills including both team and project management
- Strategic thinker and able to translate strategies into actions
- Good communication and drafting skills
- Flexible approach to work; prepared to travel and work irregular hours.

## 6. General information for applicants:

Applications (CV & Cover Letter) need to be received before **08/08/2021 midnight French time** and have to be sent by email to Véronique WEYLAND-AMMEUX, Programme Director [v.weyland-ammeux@interreg2seas.eu](mailto:v.weyland-ammeux@interreg2seas.eu) and Nathanael HOUARD, Programme Officer [n.houard@interreg2seas.eu](mailto:n.houard@interreg2seas.eu).

We will not consider any applications sent beyond that deadline. The applications should be written in English.

**An individual email will be sent to all short-listed candidates by 16/08/21 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 **on week 34 from the 23<sup>rd</sup> to 27<sup>th</sup> of August**. Transport and accommodation costs may be reimbursed in compliance with the Programme rules.

## 7. Terms and conditions of employment:

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

The position is based on a permanent contract under French law.

Net salary before income tax: EUR 5 057 Gross Salary – EUR 3 906 Net Salary (position 1 – Unit Manager) before tax.

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

Starting date: as soon as possible