

Interreg



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the European Union

North-West Europe



Région
Hauts-de-France

Interreg North-West Europe Programme
is recruiting

A Programme Officer – in charge of financial, legal, and administrative topics

**on a long-term contract for the Joint Secretariat located
in Lille, France**

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Job description – Programme Officer in charge of financial, legal, and administrative topics

Reporting to the Head of Unit – Programme and Support

The Programme Officer will be working within the 'Programme & Support Unit', which has three main objectives:

- To lead the mission on prevention of mistakes, by training people involved in external projects as well as Programme bodies.
- To assist the Project Officers in the mission of 'correcting' mistakes during the project life cycle when needed and only for their specific competences (on Finance, Audit, Risk, Evaluation, Communication, IT and Administration).
- To perform many of the day-to-day implementation tasks for and with other Programme stakeholders.

The Programme Officer will be in charge of the tasks indicated below, in collaboration with the other officers within the unit, and under the leadership of the Head of Unit.

1. Programme related tasks

- Main contact on financial topics with the Managing Authority, the Accounting Function, the Member States, and the European Commission
- Programme budget monitoring (financial tables, forecast, level of expenditure, certification, decommitment, closure)
- Preparation and monitoring of the Technical Assistance budget
- Input to the development and the implementation of the Programme Monitoring System
- Contribution and participation in Programme meetings

2. Support tasks

- Follow-up and dissemination of EU and Interreg information on financial, legal, and other unit's related tasks through various networks
- Guidance on eligibility, State aid and specific Programme rules during the whole project life cycle

- Contribution to relevant internal and external events
- Input to the relevant Programme internal and external guidance documents (e.g., Handbook of procedure, Programme Manual)

Competences required

Knowledge

- Master's degree in any field of relevance to the above tasks or equivalent experience
- Knowledge of EU, ERDF and ETC financial regulations
- Knowledge of State aid regulations and Programme rules
- Experience in EU-funded projects or programmes would be an asset

Skills

- Proficient in English and fluent in at least another Programme language (French, Dutch, German)
- Excellent presentation and drafting skills
- Able to explain complex situations in plain language
- Excellent logical and analytical skills
- Excellent computer literacy (in particular Excel)
- Accurate, organised, and able to meet deadlines
- Discreet and of integrity

Attitude

- Curiosity and eagerness to further familiarise in the Programme's and Units' themes
- Responsiveness, service oriented and hands-on mentality
- Ability to show initiative and ownership when dealing with challenging situations
- Team spirit and loyalty to other colleagues
- Capacity to work in a multicultural / international environment
- Flexible approach to work; willingness to travel and work irregular hours

General information for applicants

- Applications should reach the Joint Secretariat **by Sunday 10 September 2023 at midnight (CET)**. We will not consider applications received beyond that deadline.
- Apply by sending a cover letter explaining your motivation for the position, along with your CV, to the following e-mail address: recruiting@nweurope.eu. Those documents should be in English, the working language of the Secretariat.
- We are looking for candidates whose education background and experience match the job requirements, we therefore recommend a careful reading of the job profile before sending your application.
- Interviews and written tests will take place in our offices located in Lille, France, on **Monday 25 or Wednesday 27 September 2023**. No alternative date will be possible.
- An individual email will be sent to all short-listed candidates **by Monday 18 September 2023** at the latest. Candidates will be expected to confirm their participation to tests and interview by email return. They will then receive full information package (location, hotel room hire if distance requires, expense claim procedure and conditions, etc).
- All the candidates who will not have been short-listed will be informed in due time. Please note that the large number of applications foreseen will not allow individual feedback to non-shortlisted applicants.
- No information regarding tests form/content will be revealed beforehand to the short-listed candidates.

Confidentiality

Candidates are reminded that the selection is confidential.

Should you need information you cannot find in this document, please e-mail:

recruiting@nweurope.eu

Equal opportunities

Equal opportunities policy without distinction on the grounds of gender, racial or ethnic origin, religion or belief, disability, age, or sexual orientation will be applied.

The selection is not limited to EU citizens.

Terms and Conditions for employment

- The working place is located at the Joint Secretariat offices based in Lille, France.
- The contract is due to start as soon as possible.
- The contract will be under French labour law and includes a probation period.
- The jobholder will be offered a gross monthly salary starting from € 4,136 (around € 3,102 net before income tax) depending on qualifications and previous professional experience.

What we offer

- An exciting opportunity to work on innovative projects being implemented across the North-West Europe area.
- Building valuable skills through trainings and workshops and participating in various transnational EU networks.
- Experiencing and contributing to “Europe” and European cooperation in action through your daily work.
- Travelling to Programme events throughout the NWE area.
- Joining a team of international colleagues and working in a unique, multicultural environment.
- Working in English on a daily basis.
- Possibility to telework 2 days per week.
- And much more!....

The Interreg North-West Europe Programme

Interreg North-West Europe is a European Territorial Cooperation Programme funded by the European Commission with the ambition to promote a green, smart and just transition for all NWE territories with the aim to support a balanced development and make all regions more resilient.

For the 2021-2027 programming period, it invests more than € 310 million of European Regional Development Fund (ERDF) in activities based on the cooperation of organisations from the following countries: Belgium, France, Germany, Ireland, Luxembourg, The Netherlands, and Switzerland.

The main areas of intervention for the Programme concern sustainable, smart and inclusive growth through the priorities Climate and environment / Energy transition / Circular economy / Innovation and resilience / Inclusive society.

The 2014-2020 Programme (which includes the UK) is steadily moving towards closure of project activities by the end of 2023 (for projects) and early 2025 (for the Programme) but is bound to keep delivering results and impact in the coming years. This Programme has been focused on smart and sustainable growth through the priorities Innovation / Low carbon / Resource and materials efficiency.

The North-West of Europe area is considered as one of the most dynamic and prosperous areas of Europe, but it also faces a number of environmental, social and economic needs and challenges. This is why the Programme supports cooperation across borders and funds projects involving partners from at least three different countries with a joint approach to tackle common issues.

Further information: www.nweurope.eu

The role of the Joint Secretariat / Contact Point network

The Managing Authority (MA) of the Interreg North-West Europe Programme is the Hauts-de-France Region Council based in Lille (France).

The Managing Authority has created an international legal body, called GEIE GECOTTI-PE, to host in Lille three Interreg Programmes (Interreg North-West Europe, Interreg Europe, Interreg 2 Seas) and the European Urban Initiative (previously Urban Innovative Actions Initiative). This body is the legal employer, under private law, of the members of the Joint Secretariat staff.

The Joint Secretariat (JS) based in Lille assists the Managing Authority, the Accounting Function, the Audit Authority, and the Monitoring Committee in the implementation of their tasks and responsibilities.

The Joint Secretariat provides most of the Managing Authority tasks to the Member States (MS) and the project partners. Their mission is therefore to deliver high quality, responsive and pro-active services to their main stakeholders: Managing Authority, Member States, and project partners.

In short, the Joint Secretariat's services include:

- High quality assistance to project partners: development (in close collaboration with the Contact Points) and implementation phases
- Preparation of selection of the best projects
- Monitoring of the high quality of the projects' outputs
- Communicate on project results and impacts

Together with the Director, the total number of staff members in Lille currently includes 24 people. The total number of Contact Points is around 13 people.

The current JS architecture is separated in two units in Lille and one unit spread over the participating countries:

- The **Project Unit** dealing with project development, assessment and implementation,
- The **Programme & Support Unit** dealing with governance, finance, audit, risk, evaluation, IT, HR, and all administrative matters,
- The **Development and Communication Unit**, dealing with Programme and project development, communication, and capitalisation.

Further information: www.nweurope.eu/get-in-touch