



INTERREG IVB

## **INTERREG IVB North West Europe Project Development Officer at the Joint Technical Secretariat**

The jobholder will report to the Project Coordinator

### **Job description**

#### **Tasks**

- Contribution to the project development strategy of the Programme: liaison with network of Contact Points and other relevant bodies, input to Programme documents and other information material, participation in public events, identification of, and contacts with, potential project partners;
- Assistance to individual applicants in the development of their project: guidance on the overall content of the project (strategy, action plan, partnership, management structure) at various stages: project idea, pre-application, application;
- Programme Steering Committee secretariat: project assessment on the basis of the eligibility and selection criteria, drafting of assessment reports and other working documents, minutes of meetings and execution of decisions made by the Committee;
- Preparation and secretariat of meetings of the network of Contact Points relating to projects;
- Follow-up of project implementation: liaison with lead partners of approved projects, guidance on the project implementation, processing of progress reports, collection of related data (e.g. performance indicators);
- Contribution to relevant sections of the Annual Implementation Report;
- Other administrative tasks of relevance to project development / follow-up (e.g. terms of reference of studies, contribution to the preparation of Programme Evaluations).

#### **Qualifications / Selection Criteria**

##### *Basic requirements*

- Degree in any field of relevance to European integration and regional development: urban and regional planning, physical planning, geography, environmental planning, urban sociology, political science, spatial economy, transport engineering, etc.;
- High level of proficiency and fluency in English, both oral and written, and in at least one other of the NWE official languages (apart from English the languages of the Programme are French, Dutch and German).
- Good communication and drafting skills, creativity and accuracy;
- Computer literacy;
- Good team player with capacity to work in a multicultural / international environment;

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- Flexible approach to work; willingness to travel and work irregular hours.

*Other relevant skills / experience / expertise (taken into consideration when assessing candidates)*

- Knowledge of EU institutions and policies, in particular Cohesion Policy;
- Knowledge of the European Structural Funds Regulations;
- Knowledge of regional development strategies;
- Experience in EU-funded projects or programmes, preferably on cross-border, transnational or interregional cooperation;
- Experience within, or in consultation with, international public or private (including non-profit) organisations;
- Experience within, or in consultation with, national, regional or local administrations responsible for spatial development policies (planning, environment, transport, etc.);
- IT skills and GIS knowledge;
- Professional or academic specialisation in fields of relevance to the thematic priorities of the Programme, in particular in the field of transport, innovation, environmental issues and sustainable development.