

# The INTERREG North-West Europe Programme

is recruiting:

**PROJECT OFFICER**

*On a long-term term contract*

**For the Joint Secretariat located in Lille, France**

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## **Job description - NWE Project Officer**

### **Organisation Overview**

The Interreg North-West Europe Joint Secretariat is a dynamic, mission-driven funding organisation that currently manages a portfolio of approximately €310 million ERDF on behalf of its funding Member States.

It is embedded in an international legal body, called GEIE GECOTTI-PE created by the Hauts-de-France Regional Council, which acts as Managing Authority of several European programmes. More about this set-up under “Position and role of the Joint Secretariat”.

With a team of around 20 professionals based in Lille (France) and 13 contact points based in offices across the NWE Member States, we finance and oversee interdisciplinary EU cooperation projects that operate at the intersection of such varied fields as research and innovation, climate action, energy transition, circular economy, and social innovation.

We combine the agility of a small and networked organisation with the responsibility of managing significant public funds. These funds comprise mostly project funding directed at 3<sup>rd</sup> parties across the NWE area executing projects, partly Technical Assistance funding financing the day-to-day operations of the Joint Secretariat and its legal employer (GECOTTI.)

At the service of our funding Member States, the EU and society in general, we strive for excellence, transparency, accountability and measurable societal impact in everything we do.

**North-West Europe****Position Summary**

The Project Officer position is situated in the Project Unit and reports to the Head of the Project Unit.

The aim of the Project Unit is:

- To ensure high level assistance to project applicants in the development of their project
- To monitor and ensure approved project's performance and compliance.
- To tell the story of the Programme (results) in the Programme's thematic areas

The project unit is composed of approximately 8 officers who each work in small groups, each covering projects from one or more of the thematic priorities of the Programme.

As Project Officer you monitor and accompany a (multi-thematic) portfolio of projects from project start to project closure on both content and financial aspects.

Through collaborative work with colleagues from your own and other units, you ensure that your projects perform, create value and remain compliant.

You also contribute to horizontal Programme tasks such as reporting, evaluation, audits, communication, etc.

**Detailed tasks****Project Monitoring & Support**

- Implement the Programme's result-orientation and performance management approach at project level.
- Monitor a defined portfolio of projects: day to day support to project partners, follow-up on progress, risks and performance indicators, review of outputs and deliverables, participate in project meetings, events and selected site visits
- Assess and feedback on biannual Progress Reports (content and finance).
- Identify and remediate project implementation issues and support beneficiaries with constructive, solution-oriented advice.
- Monitor long-term project effects, including durability, roll-out and potential uptake.
- Aggregate the results of the attributed portfolio of projects
- Ensure accurate documentation and data quality in all monitoring systems.

**Programme Implementation**

- Synthesise project results in view of telling the Programme's story across its thematic fields.
- Support programme outreach and capitalisation, including participation in events, workshops, communication activities and capitalisation activities.
- Contribute to Monitoring Committee (MC) meetings (briefings, project files, performance data, Annual Reports, minutes drafting).
- Contribute to ad hoc horizontal tasks within the Joint Secretariat, fostering collaboration and shared learning.

**Expected profile****Experience and knowledge**

- 3 to 5 years of experience in EU-funded project or programme management. Motivation, readiness to learn, and behavioural competencies are equally valued.
- Knowledge of EU project management and monitoring approaches
- Knowledge of Interreg, ERDF or other public funding systems is a plus.
- Knowledge of related relevant EU regulations and requirements in terms of finance, public procurement, state aid and/or audit is a plus.
- General understanding and interest in the Programme themes (innovation, climate, energy, circular economy, inclusive society, etc.).

**Education and skills**

- A master's degree in any field relevant to the Programme themes (e.g. economics, regional development, environment, innovation, spatial planning, political sciences, etc.).
- Knowledge of the Programme's thematic fields is a plus.
- Strong analytical skills and ability to interpret project data, financial information and indicators.
- Attention to detail.
- Excellent communication and drafting skills in English (working language).
- Ability to learn quickly and understand project management processes, EU requirements or work with project and/or programme monitoring tools.
- Excellent computer literacy (Word, Excel, data management systems, assistive IT tools and solutions)
- In addition to the expected high proficiency in English, fluency in at least one additional Programme language (Dutch, French, German).

**Behaviour and working attitude**

- Service/client orientated with a solution finding mindset
- Pro-active and initiative taking specifically in challenging operational situations
- Strong team spirit, contributing to a positive working environment.
- Collaborative and reliable
- Intercultural openness and ability to work in a multicultural/international environment.
- Flexibility, curiosity and motivation to grow professionally.
- Willingness to travel and work irregular hours.

## General information for applicants

### Timeline and procedure

- Applications should reach the Joint Secretariat **by Friday 9 January 2026 12:00h noon (CET) at the latest**. We will not consider applications received beyond that deadline.
- The application form should be filled in English, without any changes to the layout and should be emailed in Word format along with your CV to the following e-mail address only: [recruiting@nweurope.eu](mailto:recruiting@nweurope.eu)
- This vacancy is an excellent opportunity for professionals wishing to develop or expand their expertise in project administration, project management, EU funds management and international cooperation.
- 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.
- A short online interview may be organised with long listed candidates.
- Shortlisted candidates will be asked to come to Lille, France, for an in-person interview and tests on either **Tuesday 27 January 2026 or Thursday 29 January 2026**. No alternative dates will be possible.
- An individual email will be sent to these candidates **by Monday 19 January 2026**. Candidates will be expected to confirm their participation to tests and interview by email. Once their participation is confirmed, they will then receive information on logistical aspects (location, hotel room hire if distance requires it, expense claim procedure and conditions, etc).
- A reserve list with successful candidates lasting up to 31/12/2026 may additionally be established.
- 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 shared 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](mailto: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 the city centre of Lille, France.
- The contract is due to start as soon as possible. A reserve list with successful candidates lasting up to 31/12/2026 may additionally be established.
- The contract will be under French labour law (39h/week regime) and includes a probation period.
- The jobholder will be offered a gross monthly salary starting from € 4,282.14 (around € 3,307 net before income tax)
- Up to 2 days of telework possible
- Public transport commuting costs can be covered up to 50% (including from Belgium) and also a “sustainable mobility package” is also available for e.g. bike commute.

### What we offer

- **An exciting and meaningful role** contributing to innovative and sustainable projects making a tangible impact across the North-West Europe area.
- Joining a **dynamic team of international colleagues** dedicated to pushing European territorial cooperation forward.
- **Professional growth** through on-the-job learning, training, knowledge-sharing, and participation in workshops, site visits and EU cooperation networks.
- **Daily immersion in an international and multilingual working environment**, working primarily in English while using and developing additional language skills.
- **A supportive and people-centred workplace**, where initiative, curiosity, and teamwork are valued.
- And much more! —.

### How to Apply

Please send the following documents in English:

1. a completed **recruitment application form**,
2. your **curriculum vitae (not exceeding 2 pages)**,

to [recruiting@nweurope.eu](mailto:recruiting@nweurope.eu), indicating “Project Officer – [Your Name]” in the subject line.

**Deadline for applications:** [9 January 2026 12h00 noon (CET)]

## The Interreg North-West Europe Programme

Interreg North-West Europe (NWE) is a European Territorial Cooperation Programme (Interreg) funded by the European Regional Development Fund (ERDF) and the participating NWE Member States.

Interreg is an EU instrument that promotes cohesion between regions and aims to reduce territorial disparities via cooperation across and beyond borders. It provides a framework for public and private stakeholders to develop projects that help Europe address some of its key challenges.

The goal of Programmes like ours, is to bring public and private stakeholders across our cities and regions together in cooperative projects to reduce the existing disparities and, at the same time, contribute to a green, smart and just transition in North-West Europe.

We distinguish ourselves from other EU policy instruments through our multilevel governance and territorial approach with programmes and projects tailored to the needs of a given programme area, i.e. North-West Europe

Within Interreg, transnational programmes like NWE stand out because of the size of areas they cover and the potential they offer to test, upscale and roll out strategies and solutions over a wide part of the Union.

The current NWE 2021-2027 programme holds roughly € 310 million of ERDF to be invested in activities based on the cooperation of organisations from seven countries: Belgium, France, Germany, Ireland, Luxembourg, The Netherlands and Switzerland. Our 5 programming themes cover Climate and environment / Energy transition / Circular economy / Innovation and resilience / Inclusive society. They were carefully chosen by our Member States to address North-West Europe's main challenges in terms of sustainable, smart and inclusive growth.

Through the financing of a mix of activities such as joint development and implementation of strategies, joint piloting and testing of solutions, capacity building... our Programme aims at making NWE regions more resilient and better equipped to respond to existing and future challenges.

Preparations for the Interreg 2028-2034 Programming Period have started at the European level and will take up pace as 2026 evolves.

Further information: [www.nweurope.eu](http://www.nweurope.eu)

## Position and role of the Joint Secretariat

The Joint Secretariat is embedded in an international legal body, called GEIE GECOTTI-PE created by the Hauts-de-France Regional Council, which acts as Managing Authority (MA) of several European programmes.

GECOTTI-PE is a body under private law and is the legal employer of the members of several Joint Secretariats based in Lille (France) such as Interreg NWE, Interreg Europe and the European Urban Initiative Programme.

As Managing Authority, the Hauts-de-France Region is overall responsible for the sound financial management of the mentioned programmes and carrying out the functions described in article 46 of Regulation (EU) 2021/1059.

The Joint Secretariat assists the Managing Authority and other Programme Bodies such as the Monitoring Committee, Audit Authority, Accounting Body...in the implementation of their tasks and responsibilities.

On a day-to-day basis, the Joint Secretariat provides most of the Managing Authority task and services to the North-West Europe Member States and project partners.

In short, the main Joint Secretariat's services include:

- Providing high quality assistance to (prospective) project partners at project development (in close collaboration with the Contact Points)
- Preparing and advising Member States on the selection of the best quality projects
- Monitoring and supporting the delivery of projects during project implementation and after project's end.
- Communicating on project results and impacts

Together with the director, the total number of staff members currently includes around 20 people based in Lille and 13 contact points based in offices across the NWE area.

The JS office in Lille is currently organised in three units that each oversee in a highly collaborative way different aspects of the Programme

- One unit assisting in project development and overseeing project assessment and project implementation (Project Unit)
- One unit dealing with horizontal programme aspects such as finance, audit, risk management, evaluation, IT and programme governance matters (Finance & Programme Unit).
- One unit overseeing communication and coordinating project development activities as well the Contact Point network (Communication and Development Unit)

Further information: [www.nweurope.eu](http://www.nweurope.eu)