



Interreg CENTRAL EUROPE Programme

VACANCY IN THE JOINT SECRETARIAT

Project Manager - Thematic area “innovation”

(Leave substitute)

March 2016

1. General description of the Interreg CENTRAL EUROPE Programme

The Interreg CENTRAL EUROPE (Interreg CE) Programme is one of the 15 transnational programmes established in the framework of the EU Cohesion Policy for the programming period 2014-2020.

The Interreg CE Programme supports regional cooperation among nine central European countries: Austria, Croatia, the Czech Republic, Hungary, Poland, Slovakia and Slovenia, as well as parts of Germany and Italy. The overall objective of the programme is “to cooperate beyond borders to make central European cities and regions better places to live and work” by implementing smart solutions answering to regional challenges in the fields of innovation, low-carbon economy, environment, culture and transport. The total programme budget is of around 246 million Euros from the European Regional Development Fund (ERDF).

The Interreg CE Programme is managed by the City of Vienna, acting as programme Managing Authority (MA), with the support of the Joint Secretariat (JS) established in compliance with Article 23(2) of Regulation (EU) No 1299/2013.

In particular, within priority axis 1 “Cooperating on innovation to make CENTRAL EUROPE more competitive” the programme aims at strengthening potentials of technology-oriented areas that are destinations of foreign investments and capital flows, notably through better linking regional actors of innovation systems. This will enhance the transfer of research and development results and the set-up of cooperative initiatives and clusters. It will also address regional disparities in knowledge and education such as brain drain, and strengthen capacities and competences for entrepreneurship and social innovation, also responding to challenges related to demographic change.

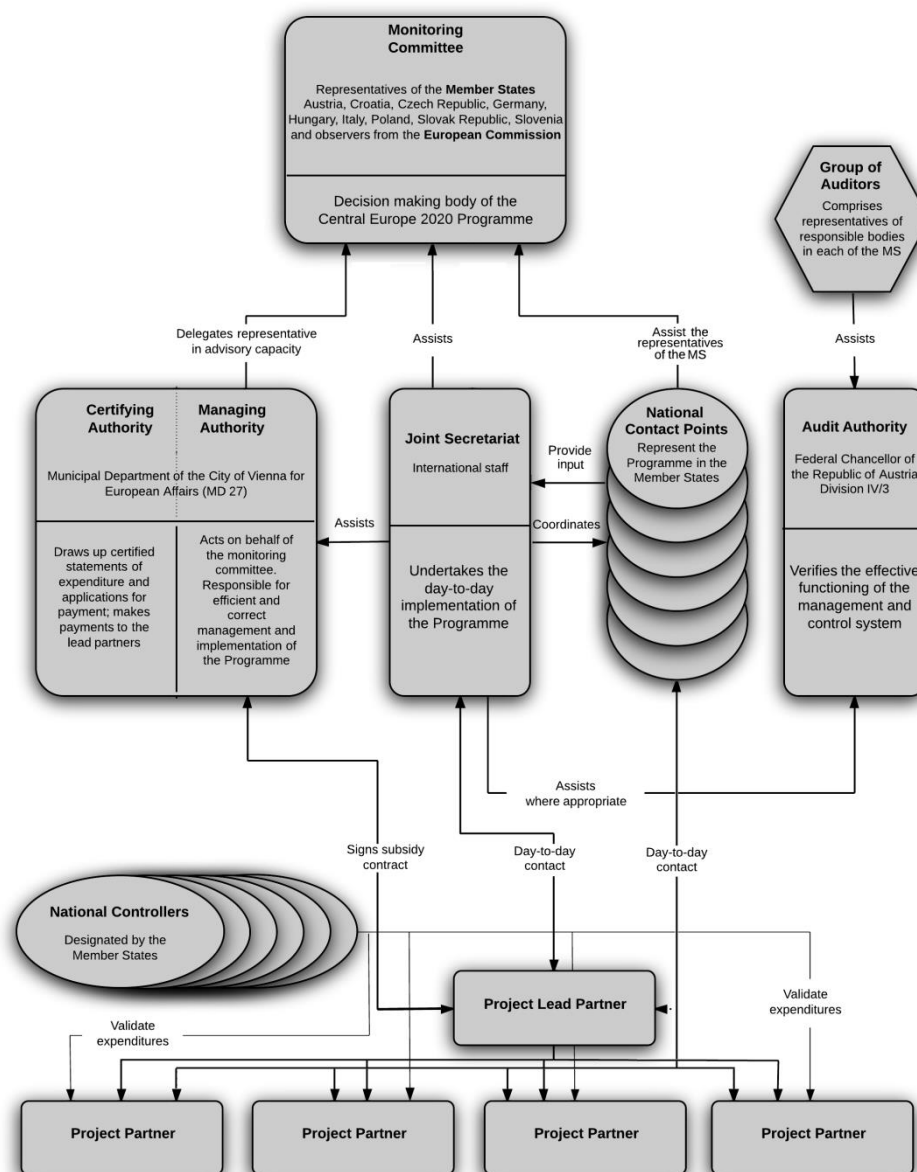
Further information and relevant documents concerning the Interreg CE Programme can be found on the programme website: www.interreg-central.eu.

2. Interreg CENTRAL EUROPE management structure

The management structure of the Interreg CE programme consists in the following:

- Monitoring Committee (MC). The MC steers the programme and ensures the quality and effectiveness of its implementation and approves projects for funding. It is composed of representatives of the Member States participating in the programme.
- Managing Authority (MA). The MA is responsible for the management and implementation of the programme in accordance with the principle of sound financial management and in line with EU regulations ruling the ERDF funds. The MA also carries out the functions of the Certifying Authority (CA), therefore it is also responsible for ERDF payments to projects.
- Audit Authority (AA). The main task of the AA is to ensure that audits are carried out on the management and control systems of appropriate sample of projects and on the annual accounts according to internationally accepted audit standards in order to verify the expenditures declared.
- Joint Secretariat (JS). The joint secretariat assists the MA and the MC in carrying out their respective functions and undertakes the day-to-day implementation of the programme. It also provides guidance to project applicants and partners.
- National Contact Points (NCPs). National contact points represent the programme on national, regional and local level. In cooperation with the JS, they provide information to potential applicants, advise and assist project partners, inform stakeholders on achievements of the programme and support the national and transnational programme management.
- National controllers. National controllers are responsible for verifying the legality and regularity of the expenditure declared by each lead partner and project partner participating in the project and located on its territory.

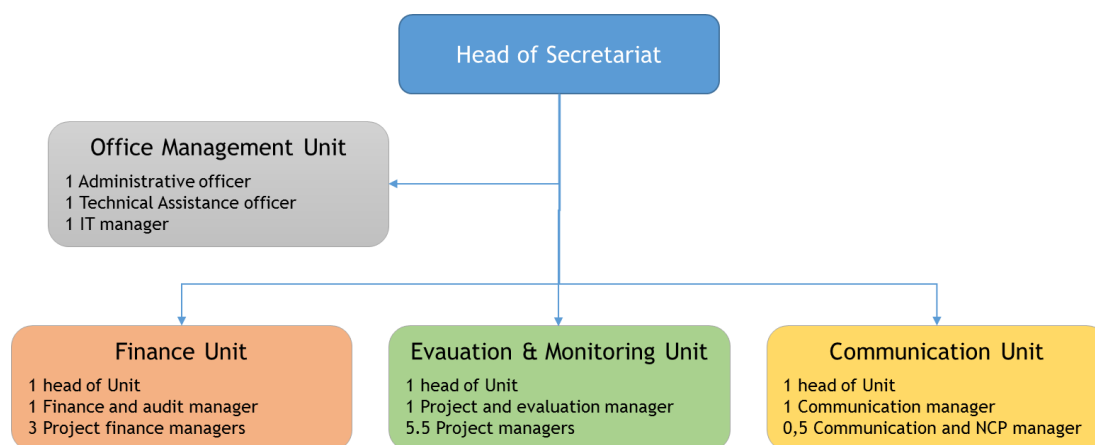
An overview of the programme management structure is presented in the following chart, while further information can be found in section 5 (and annexes) of the “Cooperation Programme” available for download at www.interreg-central.eu/central-documents/programme-documents



3. The Interreg CENTRAL EUROPE Joint Secretariat

Pursuant to Article 23(2) of Regulation (EU) No 1299/2013, the MA has set up the JS based in Vienna.

The staff of the JS is organised in functional units reflecting the programme management tasks, as presented in the following chart:



The JS assists the MA and the MC in carrying out their respective functions. The functions of the JS are listed below:

- Supports the MA in day-to-day management, in fulfilling its tasks for the implementation of the programme and assists the MC, including the preparation and minutes of meetings and the implementation and follow-up of monitoring committee decisions;
- Prepares and provides all necessary information and reports to the MA to allow the fulfilment of its responsibilities;
- Organises and implements calls for proposals, prepares application packages, standardised forms and contracts for the purpose of assisting/guiding potential applicants;
- Receives submitted applications, ensures that projects are assessed in accordance with the criteria applicable to the programme along defined eligibility and selection criteria and submits assessment to the MC for its decision;
- Assists/guides the lead applicants during project development;
- Receives progress reports submitted by the lead partners, monitors progress made by the projects and provides guidance and assistance to lead partners during project implementation;
- Prepares papers and analyses on strategic matters concerning the programme, with the purpose of supporting the MC in its functions;
- Administers and updates the monitoring system of the programme;
- Coordinates and implements technical assistance activities approved by the MC;
- Assists the MA in ensuring compliance with information and publicity requirements of Article 115 of Regulation (EU) No 1303/2013;
- Drafts and implements the programme communication strategy, in line with Article 116 and Annex XII of Regulation (EU) No 1303/2013 and as approved by the MC;
- Coordinates and cooperates with the network of ncps on the basis of annual work plans;
- Liaises with stakeholders of the programme on regional, national and European levels to facilitate reaching the objectives of the programme;
- Coordinates the exchange between the network of national controllers.

The working language at the JS is English.

4. Open Position at the Joint Secretariat

The CENTRAL EUROPE 2020 JS is currently looking for a candidate to fill the following job position within the JS Evaluation & Monitoring Unit:

**Project Manager - Thematic area “Innovation”
 (Leave substitution)**

Applications from countries of the CENTRAL EUROPE Programme area (Austria, Croatia, the Czech Republic, Germany, Hungary, Italy, Poland, Slovakia and Slovenia) are encouraged.

4.1 Main duties and responsibilities (job profile)

In the framework of the programme priority axis 1 “innovation”, as mentioned in § 1, the selected candidate shall perform the following tasks:

Project guidance

- Guides applicants in the development of project proposals, in particular focusing on content-wise issues (programme and project objectives, partnership, implementation) in cooperation with the project finance manager
- Guides beneficiaries on contractual obligations and content-wise reporting procedures
- Guides the approved projects in all its implementation phases from the start up to closure through both online support (phone, e-mail, etc.) and on-the-spot project visits
- Contributes to the organisation and implementation of information events, workshops, trainings, for informing and increasing capacity of applicants and beneficiaries (e.g.: Info days, lead applicant trainings, lead partner seminars, trainings on project implementation)
- Guides lead partners in project management topics (e.g.: project management system, quality management, project internal evaluation etc.)

Project assessment and monitoring

- Assesses the received project applications, with a focus on the thematic, partnership and implementation aspects
- Drafts the subsidy contracts and their amendments in relation to the content issues and with the assistance of the JS project finance managers
- Monitors content-wise aspects of the approved projects through the analysis of the activity part of progress reports, in coordination with the JS project finance managers
- Keeps the programme electronic Monitoring System (eMS) updated for the content-related part
- Collects and transfers to colleagues good practices in project management
- Supports the collection of data and information on projects and their implementation for reporting to the MA, CA, AA and MC
- Drafts written procedures to the programme bodies regarding project modifications (e.g. partnership, activities, duration)
- Performs project visits, mid-term reviews and on-the spot-checks to projects

Support to thematic capitalisation

- Contributes to the identification of relevant topics to be included in the programme capitalisation activities
- Collects, synthesizes and communicates project and programme achievements as well as good practice at all levels, in cooperation with the Head of Evaluation and Monitoring Unit, the Head of Communication Unit and the Head of Office
- Contributes to the development of methodological papers, thematic studies and dossiers/reports
- Contributes to the cross-fertilisation activities among projects in cooperation with the Communication Unit

Support to JS coordination and management

- Supports the development and update of internal procedures
- Participates in JS coordination meetings and in periodic coordination meetings within the Evaluation and Monitoring Unit
- Participates in MC meetings and other working group meetings according to needs
- Contributes to the elaboration of relevant programme documents (e.g.: annual implementation reports)
- Follows training courses according to office needs

4.2 Eligibility requirements and selection criteria

The project manager will be appointed on the basis of personal merit and her/his knowledge and skills. Candidates will be considered for the selection phase on the basis of the following eligibility criteria:

- Hold a university degree in relevant disciplines (e.g. technical/scientific or economics, public administration, business sciences) or equivalent professional experience;
- Have at least 3 years of professional experience acquired in positions related to the thematic field of innovation;
- Are citizens of any European Union Member State or have a valid residence and work permit in Austria;
- Have excellent command of English language (C2 level - according to the language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>) and of another language of the Interreg CENTRAL EUROPE programme area.

Candidates fulfilling the above minimum eligibility requirements will be assessed against the following selection criteria:

- Sound knowledge of the themes covered by the programme priority axis 1 “Innovation”;
- Professional experience in project management in the framework of EU-funded programmes;
- Previous experience in the framework of European Territorial Cooperation programmes is of advantage;
- Sound knowledge of the European legislation and in particular of the EU schemes supporting research and innovation (Structural Funds, EU research framework programmes/Horizon 2020, etc.);
- Experience in project assessment and monitoring;
- Communication and presentation skills;
- Strong analytical capacities and problem-solving attitude;
- Independence combined with co-operative working approach;

- Ambition to work in an international environment and willingness to travel and work on a flexible time schedule;
- Skills in computer literacy.

4.3 Terms and conditions for employment

- The working place is Vienna (Austria);
- The employment will be under Austrian law;
- Employer of the Interreg CENTRAL EUROPE JS staff in Vienna is EU-Förderagentur GmbH;
- As this is a leave replacement, a one year temporary contract will be offered including a one month probation period. The contract may be prolonged depending on needs. The employment is foreseen on a 40 hours per week basis plus overtime hours depending on needs;
- Overtime hours carried out in addition to the standard working time can be either paid out or converted into compensatory time off - with limitations;
- The work of the employee will be supervised and coordinated by the Head of the Evaluation and Monitoring Unit;
- The annual salary will depend on professional background and experiences, starting from at least EUR 48.000,- gross per year;
- Working at the JS should possibly start in July 2016;
- The working language is English.

5. Other information

Shortlisting of candidates and interview

Short-listed candidates will be called for an interview in Vienna. The interview will last approximately one hour and will be followed by a practical test. Inclusion in the short-list does not guarantee any appointment.

Confidentiality

Candidates are reminded that the selection is confidential. All enquiries or requests for information or documentation in relation to the selection should be addressed to the address referred below. Candidates are asked to report any potential change of contact information in writing without delay.

Equal Opportunities

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

6. Submission of application

Interested individuals are invited to apply online at the following link:

<http://www.eufa-wien.at/jobs>

Applications sent by e-mail or other forms different than the online system will not be accepted.

The application shall include:

- A motivation letter in English of no more than one page, describing your suitability for the position as well as your main job expectations;
- A detailed curriculum vitae (using the European CV format available on: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>);
- The online filled-in application form.

Supporting documents might be requested on demand.

To upload the CV and motivation letter (PDF preferred) follow the instructions in the online application tool.

EU-Förderagentur GmbH seeks to attain gender balance and encourages female applicants to apply for this position.

Applicant data will be managed according to the Law on Data Protection 2000, Austrian Federal Law Gazette No. 165/1999.

Please note that the information submitted by the candidates and the selection process documentation might be shared with other departments of EU-Förderagentur GmbH, the programme MC, the MA and the JS.

The deadline for submitting applications is 30 April 2016

Interviews will take place in Vienna indicatively in mid-May 2016.

For questions related to the present vacancy please contact the JS at: Info@interreg-central.eu