

Alpine Space Programme

European Territorial Cooperation 2007 - 2013

Recruitment of a **Project Officer** (one year contract) for the Joint Technical Secretariat – Munich/Germany

The Alpine Space Programme 2007-2013 is part of the "European Territorial Cooperation" objective of the European Union. Together with 12 other programmes it strives for transnational cooperation in and between the European regions.

The programme's overall aim is to increase competitiveness and attractiveness of the cooperation area by developing joint actions in fields where transnational cooperation is required for sustainable solutions.

For more information about the programme, please visit our website: www.alpine-space.eu

Tasks and responsibilities:

- + Facilitating the project generation process at transnational level and providing technical support to project applicants;
- + Evaluating project applications for co-funding;
- + Monitoring the implementation of approved projects and carrying out the assessments of progress reports;
- + Analysing and fostering potentials for synergies and networks between approved projects;
- + Representing and promoting the programme at public events (seminars, conferences etc.);
- + Providing programme management support, what includes the preparation and implementation of decisions taken by the Programme Committee, e.g. elaboration of documents, analyses and reports about the programme implementation;
- + Contributing to the reporting obligations of the programme to the European Commission.

Required qualifications:

- + University degree in public administration, business or economics, political or natural science or other related fields;
- + Working experience that allows immediate start of activities;
- + Experience with European projects or programmes esp. with such co-funded by the ERDF;
- + Fluent in spoken and written English
and in one language of the
programme area;
- + Project management skills.

Further desirable qualifications:

- + Knowledge of an additional language of the programme area;
- + Experience in and/or ambition to work in an international environment with different administrative traditions;
- + Knowledge of the programme area and enthusiasm for European affairs;
- + Creativity and problem-solving orientation, interest in new learning experiences;
- + Communication and moderation skills, strategic thinking, open and service minded team worker.

Starting date of assignment: as soon as possible.

We offer:

One year contract (German public administration – Tarifvertrag Land) in a small dynamic international team.

Details on the application dossier

- + Candidates shall send a cover letter in English of no more than two pages, describing the suitability for the position in relation to the tasks and qualifications listed above and a detailed Curriculum Vitae. The earliest possible starting date shall be indicated.
- + Applications shall be sent by e-mail, reference “Job application project officer” to the Land of Salzburg as Managing Authority of the Alpine Space Programme under the address alpine.space@salzburg.gv.at before **15 August** 2011.
- + All applications will be acknowledged.
- + Interviews with short listed candidates will be held in week 36 in Salzburg. For further questions or information please contact the Managing Authority: Tel: + 43 662 8042 3789

We are looking forward to receiving your application dossier!

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