

## INTERREG IVC / INTERREG EUROPE - Recruitment of one Programme Director

### Job description

INTERREG EUROPE is a Europe-wide funding programme. The objective is to reinforce the effectiveness of cohesion policy by promoting exchange of experience focusing on thematic objectives among partners throughout the Union, with a view to their transfer principally to operational programmes under the Investment for growth and jobs goal, but also when relevant, to cooperation programmes. INTERREG EUROPE is co-financed by the European Regional Development Fund. To implement the INTERREG EUROPE programme a Programme Secretariat has been set up in Lille. For more details, please see also [www.interreg4c.eu](http://www.interreg4c.eu).

The programme INTERREG EUROPE is looking for a Director.

#### General Profile

The ideal candidate should have a strategic view of interregional co-operation, with sound communication skills and an excellent understanding of financial management, with a career record that demonstrates the necessary vision, leadership, management and interpersonal skills. In particular, he/she should ideally have :

- 10 years experience in international affairs and/or EU-funded projects, programmes, preferably on cross-border, trans-national or interregional co-operation. Given the specific objective on INTERREG EUROPE programme, a good knowledge of the whole EU cohesion policy framework and of capitalisation process (knowledge management ) is welcome. According to the themes assigned to the future programme, a good knowledge of EU territorial development/planning systems and policies (*Innovation, Competitiveness of SMEs, Low Carbon economy and Environment and resource efficiency.*) is also required.
- 5 years demonstrated successful experience in people management, in particular in the management of an international team.

Besides these two major requirements, he/she should have an excellent command of spoken and written English and a working command of French. Any supplementary knowledge of the other Europe languages will be seen as an asset. He/she should be prepared for frequent travelling.

His/her responsibility covers six different areas:

1. Technical implementation of the Programme<sup>1</sup>
2. The relation with the Managing Authority
3. The relations with the Member States
4. The relations with the Commission on behalf of the Managing Authority or the Member States
5. The Human Resources Management of the JS
6. The Contacts with other INTERREG Programmes as well as marketing activities for the whole Europe Programme towards a wider public.

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<sup>1</sup> The Programme Director will also have to ensure a smooth, regular and efficient closure of INTERREG IVC.

### 1. Technical implementation of the programme

The programme Director steers and supervises the action of the JS, with a view to contributing to delivering positive results at programme and project level and to reaching the main objective of the programme described above in compliance with EU regulation.

### 2. The relation with the Managing Authority

Under the Managing Authority responsibility, the Programme Director ensures a proper functioning of the JS that contributes to the Managing Authority general objectives (sound implementation of the programme, use of Technical Assistance budget driven by objectives of efficiency and transparency and proper working atmosphere with Member States)

Regular contacts have to take place to supervise the JS activity:

- **On a bi-weekly basis** to have an overview of the files in charge or to refer to occasional problems,
- **On a monthly basis** to report :
  - the global and individual achievements of the JS, supported by all type of useful indicators to demonstrate objectively the activity level. At that time, it belongs to the programme manager to come up with all relevant documents to allow a clear evaluation of the efficiency of the whole staff and the individual as well.
  - the Technical Assistance budget and its variances
- **As often as needed :**
  - to prepare and manage the contacts with the EU Departments, or with other programmes and platforms : inputs for Interact, networking...
  - to implement the EEIG GECOTTI legal obligations
  - to prepare and organise the Monitoring Committees, task force meetings, and report back on content and outcome of project assessments and implementation,
  - to exchange on the aggregated general content of the Programme
  - to prepare the Annual Report and the Programme Evaluation
  - to rule on communication issues

### 3. The relation with the Member States covers:

- the implementation of the Programme and the underlying actions in compliance with the Member States defined strategy
- support the work of the Monitoring Committee, provide it with the information it requires to carry out its tasks
- the representation in the Monitoring Committees and the supervision follow up of the decisions made
- the amendments in Programme documents
- being an advisor for the MS for strategic approach

### 4. The relation with the Commission on behalf of the Managing Authority or the Member States

During the implementation of the programme good contacts with the relevant services of the European Commission are of great importance

He/she will establish excellent communication channels and working contacts with the relevant key persons within the European Commission (in DG REGIO, but also in the line DGS covering the thematic objectives of the programme).

He/she shall collect information, make available when required to the European Commission, receive feedback whenever this might serve the purpose of the programme.

## 5. The Human Resources Management

- One of the Programme Manager's objective is to manage his team in order to set up and maintain a good and fair working atmosphere that favours team motivation, everybody's involvement, and goals achievements.
- He/she is in charge of at least a yearly individual performance appraisal, to measure everyone's achievements, to correct the variances and to set up a training plan allowing progresses.
- He/she is involved in the staff selection and recruitment procedures, together with the Managing Authority, and in the case of key functions (Coordinators) with the Member States.

## 6. The contacts with other INTERREG Programmes

The Programme Director will ensure a technical representation at events at a programme level, at external events (*if necessary*) and at important project final conferences. He will also ensure a good cooperation and coordination of activities with other Interreg programmes that may develop capitalisation actions, in order to create synergies with them. The Programme Director will collaborate smoothly with the other programme directors in order to achieve harmonization between the Programmes hosted by the Region Nord-Pas de Calais, managing authority.

### Qualifications / Selection criteria

#### Basic requirements:

- degree in a relevant field;
- knowledge of European Union institutions and policies, Cohesion policy in particular, preferably through practical experience;
- knowledge of European Union legislation, institutions and policies, in particular structural funds and financial regulations;
- negotiational skills
- excellent writing and editing skills;
- good computer literacy (Microsoft office);

#### Other relevant experience / expertise

- past experience in EU-funded projects or programmes, preferably on Structural Funds
- experience of working with international public or private organizations

#### Other relevant interpersonal skills

- capacity to work in an international environment, including sensivity for intercultural differences
- ability to cope with politicized environment
- initiative sense
- exemplary management of public money
- ability to anticipate, propose and implement solutions
- open-mindedness
- good team working abilities
- ability to juggle different tasks at the same time and to respect deadlines,
- accuracy and assertiveness