



## Recruitment of a Policy Officer – 18 months contract

### General advert

March 2018

### Introduction

Interreg Europe (2014-2020) is a Europe-wide funding programme, aimed at improving regional policy implementation through interregional cooperation. It targets policymakers and implementers of regional policy, in particular those responsible for Structural Funds. For its implementation, a Joint Secretariat (JS) has been set up in Lille (France).

The programme offers two actions: interregional cooperation projects and policy learning platforms. Projects can run 3-5 years, and platforms will run for eight years.

The programme addresses four themes:

- Strengthening research, technological development and innovation
- Enhancing the competitiveness of SMEs
- Supporting the shift towards a low-carbon economy in all sectors
- Protecting the environment and promoting resource efficiency

The total programme budget amounts to €359 million.

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

**The JS is looking for a Policy Officer to assist applicants and lead partners in the development of their project and to contribute to the successful implementation of the policy learning platforms.**



## Job profile

### Tasks and responsibilities

#### Task 1 - Interregional Cooperation Projects

##### 1.1 Project development

- Present programme features at specific events (e.g. programme annual events, Lead Applicant seminars) in particular to the new target group;
- Assist potential applicants on content related issues by e-mail, phone and through project idea feedback forms and individual consultations to be organised in the different partner states

##### 1.2 Project assessment

- Participate in the eligibility check of submitted applications
- Participate in the quality assessment of eligible applications

##### 1.3 Project implementation

- Negotiate of the content related conditions with projects approved under conditions
- Assist approved projects during implementation on content related issues (e.g. relevance of the activities compared with the initial plans, advice on topic related issues, link to the thematic platform)
- Monitor and review activities, good practices and results submitted by the projects on a regular basis including measurement of outputs and results of the projects using indicators (throughout phases 1 and 2)
- Monitor project's request for changes in collaboration with the FOs
- Contribute to the organisation of seminars for Lead Partners
- When needed, participate in project Steering Committee meetings and main events
- Participate in the evaluation of pilot actions
- Monitor and evaluate possible pilot actions
- Monitor project closure

#### Task 2 - Policy Learning Platform on Research, technology development and innovation (Thematic Objective 1)

- Monitor the 'Research, technology development and innovation' platform in coordination with the other Policy Officers and the platform coordinator
- Contribute to the elaboration of the platform annual work plan proposed by the Lead thematic expert; assessment and approval of the plan and monitoring of its timely implementation
- Facilitate the link between the projects and the platform
- Contribute to the promotion of the platform towards the relevant target groups and in particular the Structural Funds stakeholders
- Assist the experts on programme's expectations and monitoring of their work and performance
- Participate in the main events of the platform
- Coordinate and liaise with other relevant thematic platforms
- Monitor the deliverables and results of the platform activities, contribute to the platform evaluation

#### Task 3 - Programme related tasks

- Contribute to the development of programmes tools and templates (i.e. programme manual application form, database).
- Contribute to the general programme promotion through intervention at diverse events
- Collect interesting data to be included in the reports to the EC and in other publications in particular with regard to the innovation priority of the programme
- Contribute to the programme evaluation with an emphasis on content related issues
- Contribute to the Programme Monitoring Committee's preparation
- Participate in the Programme Monitoring Committee (when required)



## Qualifications / Selection criteria

### Basic requirements:

- Master degree in a relevant field
- A minimum of three years' experience, in particular:
  - in a local / regional public authority or any organisation involved in regional development policy
  - in EU-funded projects or programmes, preferably on Structural Funds;
- Knowledge of regional development preferably through practical experience
- Knowledge of European regional policy and the Structural Funds programmes preferably through practical experience and preferably in the field of research and innovation policies
- Knowledge of EU cooperation programmes
- Excellent communication, organisational, diplomatic and interpersonal skills
- Excellent writing and editing skills
- Fluency in English, and proficiency in at least one of the other EU languages; other languages appreciated
- Computer literacy
- Capacity to work in an international environment

### Other important skills:

- Accuracy and assertiveness
- Sense of initiative
- Open-mindedness; independence, but good team working abilities
- Ability to propose and implement solutions
- Experience the fields of research and innovation policies

## Location

Interreg Europe Joint Secretariat, Les Arcuriales – 45, rue de Tournai, entrée D, 59000 Lille, France.

## Terms of employment

The position is based on a contract under French law. Contract will be made between the individual and the GEIE GECOTTI-PE, on behalf of the Région Nord - Pas de Calais Picardie, Managing Authority of the programme.

### **The position is in Lille (France).**

The assignment (short term contract) will start as soon as possible, preferably from **1 July 2018** and will last 18 months. Opportunity for long-term contract in the JS might arise during that period.

## Remuneration package

The Secretariat offers a competitive salary along with comprehensive medical cover and pension plan.

**Salary:** from EUR 3,100 Gross, EUR 2,400 net (before French income tax and approximately EUR 2,000 per month after tax and charges for a single person without children living in France – not binding).



## Applications

All applications should be submitted in English and include the documents below:

- a **motivation letter highlighting the main reasons for applying to the position**
- a **Curriculum Vitae** in standardised Europass format  
(<http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>)
- a **registration form**

This documentation will form the basis of the initial stage of candidate assessment.

**The applications are to be sent by e-mail to [HR@interregeurope.eu](mailto:HR@interregeurope.eu), please indicate in the subject line:**  
“*your name* - position of Policy Officer”

**Closing date for applications: 15 April 2018**

Candidates are invited to provide an easy way to contact them (mobile phone or landline) before and after the interview.

## Interviews

Selection will be made through a competition based on interview with the Secretariat.

The secretariat reserves the right to shortlist candidates in the manner it deems most appropriate, including on the basis of the essential requirements.

Pre-selected candidates will be invited for a short phone interview on 20 April 2018. Successful candidates will be asked to come to Lille for an interview on 17 May 2018.