



Recruitment of a Project Assistant (Finance)

General advert

May 2016

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 8 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.

Further information on [Interreg Europe](#) website

The JS is looking for one Project Assistant to support the Finance unit (8 people).

Job profile

Tasks and responsibilities

- Ensures the secretarial support of the Finance unit: correspondence, mailing and address lists, external communication, photocopying, printing of documents, file-keeping, archiving, answering phone enquiries, managing the staff's agenda (who's where: Business trip / holidays...), booking travel arrangements of the operations officers, participating in and drafting minutes of the weekly team meetings of the Finance unit, etc.
- Prepares contracts with providers, consultants and contractors in compliance with procurement rules : preparation of tender documents, follow-up of selection and contracting process, purchase orders, financial follow-up of contracts & their renewals (contracts in French and English)
- Assists in project monitoring: sending of the six-month progress reports, monitoring the first steps of reports' submission, etc. in particular through the project monitoring database system



- Assists in contracting approved projects with the follow-up of subsidy contracts in particular through the project monitoring database system
- Assists different programme stakeholder with the access to the project monitoring database system (user profile creation)
- Updates the country specific information section in the website's content management system regarding financial control information
- Assists in the organisation of the events such as Group of Auditors meeting or finance seminars (e.g. set up and follow registrations, selection of the venue, prepares practical information, coordinate with venue and catering providers etc.)
- Replaces the other assistants when they are out of the office (business trip, holidays...)

Qualifications / Selection criteria

Basic requirements:

- Qualification or proven professional experience in administrative and/or organisational matters;
- Excellent knowledge of English & French;
- Excellent computer literacy, including MS Outlook and Office (especially Excel); ability to pick up new tools quickly;
- Past experience of working within a team in a European / international environment;
- practical experience in carrying out public procurement procedures;
- Outstanding organisational skills, accuracy and assertiveness;
- Good communication and drafting skills;
- Ability to manage different tasks at the same time and to respect deadlines.

Other relevant skills:

- Open-mindedness and resourcefulness; independence, but good team working abilities;
- Other European language(s) appreciated;
- Knowledge or experience in EU-funded projects or programmes an advantage.

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 Hauts de France, Managing Authority of the programme.

The position is in Lille (France).

The assignment (long term contract) will start as soon as possible, preferably from **1 September 2016**.



Remuneration package

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

Salary: EUR 2700 Gross, EUR 2000 net (before French income tax and approximately EUR 1800 per month after tax and charges for a single person without children living in France – not binding).

Applications

All applications including the below documents, should be submitted in English:

- a **covering letter**
- a **Curriculum Vitae** in standardised Europass format
- 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, please indicate in the subject line: “Interreg recruitment - position of Project Assistant (Finance)”

Closing date for applications: 14 June 2016

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

Interviews

Pre-selected candidates will be invited for a short phone interview that is expected to be held on 28 June 2016. If successful, candidates will be asked to come to Lille for an interview on 27 July 2016.