

Project Adviser (contract from August 2008)

The INTERREG IVC Information Point (IP) of Katowice (Poland) is looking for a Project Adviser in order to fulfil the following tasks and responsibilities:

Details

- to support national contact points on content issues regarding the projects;
- to participate in the itinerant events organised in the "area" by the IP with an advisory capacity;
- to support project generation and development;
- to develop and maintain a database of good practices, to assist the JTS in their identification;
- to assist project applicants by:
 - * giving initial advice to project applicants (by e-mail, phone, meetings) on the requirements and criteria of the IVC programme, particularly on the interregionality of their project and on the relevance to the priorities of the programme;
 - * giving advice on the financial aspects at project level in compliance with European Union regulations;
 - * surveying the themes covered by project applicants and the geographic location of Lead partners/project partners from their area, to monitor closely potential 'gaps' in project idea themes and geographical coverage at the level of each MS and the whole of the EU;
 - * stimulating the emergence of more project ideas in areas where a gap has been identified by implementing specifically targeted publicity and communication actions ;
 - * facilitating partner search by identifying suitable partners for Lead applicants from other areas or countries;
 - * assisting the JTS in the initiation and development of enough quality projects to fulfil the Programme's objectives. This means the development of project ideas between 2007 and 2013;
 - * maintaining an up-to-date list of project ideas developed by Lead applicants of their IP area and regularly inform the JTS of new project ideas brought to them;
 - * to assist the core JTS in informing and assisting applicants and partners on programme implementation issues other ad hoc tasks relating to the IP activities in cooperation with the JTS
 - * other ad hoc tasks relating to the IP activities in cooperation with the JTS

Qualifications / Selection criteria

Basic requirements:

- *Degree in a relevant field or relevant post-graduate studies;*
- *Experience in EU-funded projects or programmes, preferably on Structural Funds and/or cross-border, transnational or interregional co-operation;*
- *Excellent organisation, communication, diplomacy and interpersonal skills;*
- *Fluency in English, and proficiency in at least one of the other languages covered by the IP; other languages appreciated*
- *Good writing and editing skills;*
- *Computer literacy;*
- *Capacity to work in an international environment; open-minded and independent but a good team worker;*
- *Ability to propose and implement solutions;*

Relevant experience required (taken into consideration to score eligible candidates):

- *Knowledge of European Union institutions and policies, in particular the Cohesion policy, preferably through practical experience;*
- *Knowledge of national, regional or local co-operation policies, particularly in the area covered by the IP and preferably through work experience;*
- *Experience of working with international public or private organisations.*

Salary: subject to qualifications and experience

Location: INTERREG IVC IP East in Katowice, Poland

Duration: contract possible until mid 2013 subject to conditions

Communication Adviser (contract from August 2008)

The INTERREG IVC IP of Katowice (Poland) is looking for a Communication Adviser in order to fulfil the following tasks and responsibilities:

Details

- to organise events in the IP area for the benefit of potential applicants and Lead partners
- to help the Joint Technical Secretariat (JTS) organise partner search events concerning the whole EU area
- to develop and maintain a database of publicity contacts (media, specialised magazines, key actors)
- to contribute to the implementation of the publicity strategy of the Programme in their area, in order to ensure the programme's promotion across the whole of Europe
- to provide information to the JTS for its communication actions, including contributing to the upgrading and updating of the website and newsletter by sending all relevant information to the JTS
- to organise regional Lead Applicant seminars, facilitating contacts and administrative information between project leaders (within the zone) and the JTS, with access to the main project database in Lille
- to coordinate and support national and regional contacts which includes regular meetings in order to update them about the results of the programme, the latest technical, administrative and financial features, manuals, regulations...
- to provide potential beneficiaries with first information on the programme,
- other ad hoc tasks relating to the IP activities in cooperation with the JTS

Qualifications / Selection criteria

Basic requirements:

- *Degree in any field of relevance to the above tasks or relevant postgradual studies;*
- *Technical project management experience; able to work with 3rd parties to complete projects to time, to brief and to budget.*
- *Fluent written and spoken English and proficiency in at least one of the other languages of the area covered by the IP;*
- *Excellent presentation, communication, writing and IT skills; capacity to convey information in a didactic, accurate and appealing way;*
- *Capacity to work in an international environment; excellent interpersonal skills*
- *Knowledge of European Union institutions and policies as well as Structural Funds*

Other relevant skills / experience / expertise (taken into consideration to score eligible candidates):

- *Professional experience in similar employment;*
- *Experience of working in/with the media;*
- *Knowledge of European Union institutions and policies as well as Structural Funds*
- *Past experience within, or in consultation with, international, public or private organisations dealing with Structural Funds.*

Salary: subject to qualifications and experience

Location: INTERREG IVC IP East in Katowice, Poland

Duration: contract possible until mid 2013 subject to conditions

Assistant (contract from August 2008)

The INTERREG IVC IP of Katowice (Poland) is looking for an Assistant in order to fulfil the following tasks and responsibilities:

Details

- Undertakes the logistics and the administration of the office in cooperation with the services of the hosting organisation;
- Undertakes the internal financial aspects of the office (IP office budget);
- Compiles and administers data/documents/information for internal use and information to the hosting organisation (staff working/attendance sheets, staff calendar, internal meetings (minutes), holiday sheets);
- Organises, monitors and checks all invoices of travel arrangements for the IP members;
- Responsible for file-keeping and archives in cooperation with the hosting organisation,
- Assist the hosting organisation services in preparation contracts with providers, consultants, and contractors in compliance with procurement rules;
- Organises all IP meetings in the office;
- Deals with the organisation of staff training;
- Ensures the secretarial support of the whole secretariat (correspondence, mailing, mailing and address lists, external communication, photocopying, filing, maintenance);
- Assists in arranging/monitoring outside events in connection with IP activities (meetings, presentations);
- Assists the compilation and distribution of information material (leaflets, press releases);
- Keeps contacts with the general networking of the IP and the relevant "Contact points" of the Member States.
- Manages the staff's agenda (who's where);
- Provides potential beneficiaries with first information on the programme,
- other ad hoc tasks relating to the IP activities in cooperation with the JTS

Qualifications / Selection criteria

Basic requirements:

- *Qualification or proven professional experience in administrative and/or organisational matters;*
- *Good command of English and proficiency in at least one of the other official languages of the IP area (Polish language appreciated);*
- *Excellent computer literacy, including Outlook, Office (Word and Excel, mainly);*
- *Good communication skills, resourceful, able to take initiatives;*
- *Outstanding organisational skills;*
- *Demonstrated capacity to work in international environment.*

Other relevant skills / experience / expertise:

- *Professional specialisation in fields of relevance to the above tasks;*
- *Past experience within, or in consultation with, international, public or private organisations office;*
- *Experience in Structural Funds programmes, and/or in the cooperation field;*
- *Past experience in working in a foreign language;*
- *Experience of working within a team in an European (public or private) context.*

Salary: subject to qualifications and experience

Location: INTERREG IVC IP East in Katowice, Poland

Duration: contract possible until mid 2013 subject to conditions