

VACANCY AT THE JOINT SECRETARIAT

Project Manager
Thematic area “Innovation”

21 December 2021



1. Background

Interreg CENTRAL EUROPE (Interreg CE) is a funding programme that is part of EU Cohesion Policy. It co-finances transnational cooperation projects, which work across borders developing, testing and implementing solutions needed to make central European regions more resilient and attractive.

The programme area covers nine central European countries: Austria, Croatia, Czech Republic, Hungary, Poland, Slovakia and Slovenia, as well as parts of Germany and Italy. Public and private organisations from these countries can form transnational project partnerships and apply for funding from the programme.

The programme budget is around 246 million Euro from the European Regional Development Fund (ERDF) for the years 2014-2020, while the successor programme for the 2021-2027 period has an ERDF budget of around 224 million Euro. The transition from the Interreg CE 14-20 to its successor Interreg CE 21-27 Programme is a gradual process that has already started in 2021.

Funded projects work on regional challenges in the fields of innovation, low-carbon, environment and transport.

In particular, within the programme priority 1 “Cooperating for a smarter central Europe” the programme supports transnational cooperation to improve policy learning, strengthen the capacities of innovation stakeholders and to increase collaboration in and between regional innovation systems in view of improving SMEs competitiveness. This is expected to lead to improved framework conditions for innovation and foster the sustainable uptake of advanced technologies, while encouraging policy changes towards a green and digitalised economy. At the same time, under this priority the programme aims at building capacities of and empowering public authorities, intermediate bodies and other institutions, to create framework conditions that help improve skills of employees and entrepreneurs in view of challenges like green economy, digitalisation and industrial transition.

The Interreg CE Programme is managed by the City of Vienna in its function as Managing Authority (MA) with the support of the Joint Secretariat (JS). The JS is based in Vienna and reports to the MA and the Monitoring Committee (MC), which is composed of representatives from the programme countries.

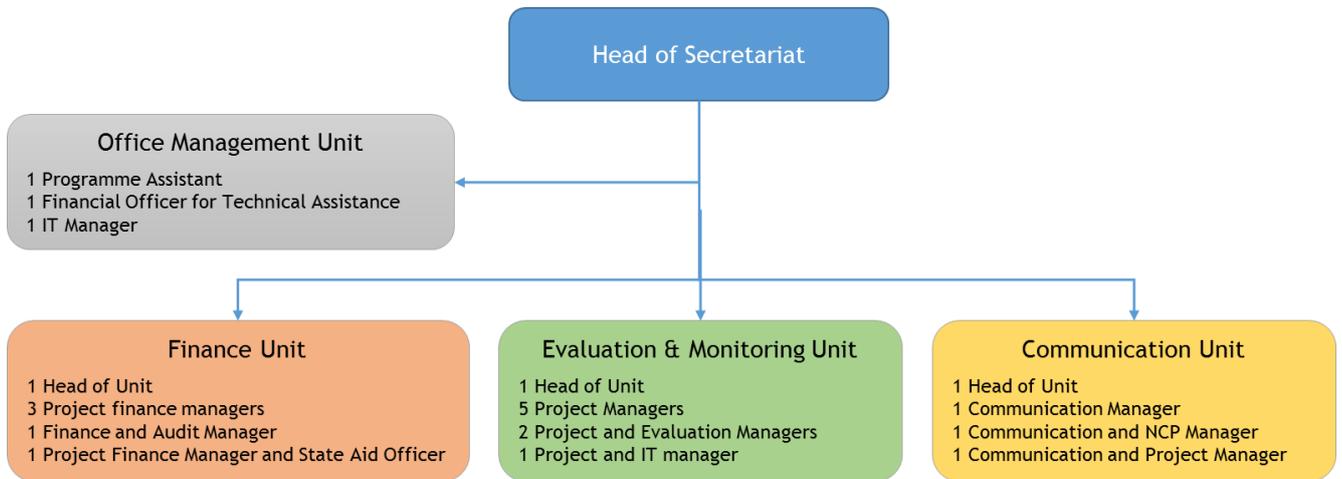
Further information about the Interreg CE 14-20 Programme and its successor for the 2021-2027 period can be found at www.interreg-central.eu.

The vacant position is in the JS.

2. The Interreg CENTRAL EUROPE Joint Secretariat

The JS was established by the MA as an organisational unit of the EU-Förderagentur GmbH (EUFA), which is itself a subsidiary body of the City of Vienna. The JS is based in Vienna. The JS assists the MA and the MC in carrying out their functions.

The JS is organised in functional units according to tasks. The organisational chart looks the following:



The transition from the Interreg CE 14-20 to its successor Interreg CE 21-27 Programme will lead, in 2022, to a partial restructuring of the JS. In particular, the “Evaluation and Monitoring Unit” will become the “Project Unit” and the “Project Manager” position will become “Programme Officer”.

3. Open Position at the Joint Secretariat

The Interreg CE JS is currently looking for candidates to fill one job position within the JS Evaluation and Monitoring Unit, with the following profile:

Project Manager - Thematic area “Innovation”

3.1 Main duties and responsibilities (job profile)

The selected candidate shall perform the tasks listed below.

Project guidance

- Guides applicants in the development of project proposals
- Guides beneficiaries on contractual obligations and reporting procedures
- Guides the approved projects in all its implementation phases from the start up to closure through both on-line support (phone, e-mail, video calls, etc.) and on-the-spot project visits
- Contributes to the organisation and implementation of information events, workshops, trainings, for informing and increasing capacity of applicants and beneficiaries (e.g.: Info days, webinars, lead applicant trainings, lead partner seminars, trainings on project implementation)
- Guides lead partners in project management topics (e.g. quality management, project internal evaluation, etc.)

Project assessment and monitoring

- Assesses the received project applications
- Drafts the subsidy contracts and their amendments

- Monitors content-wise aspects of the approved projects through the analysis of progress reports
- Keeps the programme electronic Monitoring System (eMS) updated
- Collects and transfers to colleagues good practices in project management
- Supports the collection of data and information on projects and their implementation for reporting to the MA, CA, AA and MC
- Drafts written procedures to the programme bodies regarding project modifications
- Performs project visits, mid-term reviews and on-the spot-checks to projects

Support to thematic capitalisation

- Contributes to the identification of relevant topics to be included in the programme capitalisation activities
- Collects, synthesizes and communicates project and programme achievements as well as good practice at all levels, in cooperation with the Head of Evaluation and Monitoring Unit, the Head of Communication Unit and the Head of Office
- Contributes to the development of methodological papers, thematic studies and dossiers/reports
- Contributes to the cross-fertilisation activities among projects in cooperation with the Communication Unit

Support to JS coordination and management

- Supports the development and update of internal procedures
- Participates in JS coordination meetings and in periodic coordination meetings within the Evaluation and Monitoring Unit
- Participates in MC meetings and other working group meetings according to needs
- Contributes to the elaboration of relevant programme documents (e.g. annual implementation reports)
- Follows training courses according to office needs

The tasks of the Programme Officer of the Interreg CE 21-27 Programme will be similar to the ones listed above for the Interreg CE 14-20 Project Manager, however the Programme Officer 2021-2027 will address project management in its entirety, including also financial aspects.

3.2 Qualification and selection criteria

The selection of candidates will be based on qualifications and criteria listed below. Only candidates that meet the minimum requirements will be considered.

Applications from the Interreg CE Programme area (Austria, Croatia, Czech Republic, Germany, Hungary, Italy, Poland, Slovakia and Slovenia) are encouraged.

Minimum requirements

- University degree in relevant disciplines (e.g. technical/scientific or economic-related fields, etc.) or equivalent professional experience;
- At least 3 years of professional experience in positions related to the thematic field of innovation (e.g. business support, R&D, management of projects dealing with innovation matters, etc.);
- Excellent command of English language;
- Good command of the MS-Office suite;
- Be a national of a Member State of the European Economic Area or Switzerland or hold a valid working permit.

Desirable qualifications

- Previous experience in programme or project management in the framework of EU-funded programmes;
- Previous experience in European Territorial Cooperation/Interreg;
- Sound knowledge of innovation topics, as addressed in priority 1 of the Interreg CE Programmes 14-20 and 21-27, of the related European legislation and of the relevant policy framework (e.g. EU schemes supporting research & innovation, Smart Specialisation Strategies, etc.);
- Experience in project assessment and monitoring;
- Knowledge of another language of the Interreg CE Programme area.

Desirable personal profile

- Good organisational skills, accuracy and assertiveness;
- Good analytical skills;
- Good communication and presentation skills;
- Problem-solving attitude;
- Ability to respect deadlines;
- Independence combined with co-operative working approach;
- Sense of initiative and ability to anticipate, propose and implement solutions;
- Ambition to work in an international environment;
- Willingness to work on a flexible time schedule and to travel.

4. Terms and conditions for employment

- The working place is Vienna (Austria);
- The employment contract will be established with EU-Förderagentur GmbH, a subsidiary body of the City of Vienna, under the Austrian Employees Act for private employees;
- Working at the JS shall start at the earliest possible date following the conclusion of the selection procedure and will last two years (including a one-month probation period). The contract may be further prolonged;
- The employment is foreseen on a 40 hours per week basis plus overtime hours depending on needs. Overtime hours carried out in addition to the standard working time can be either paid out or converted into compensatory time off - with limitations;
- The work of the employee will be supervised and coordinated by the Head of the JS Evaluation and Monitoring Unit;
- The annual salary will depend on professional background and experiences, starting from at least EUR 49.000,- gross per year. Net salary will strongly depend on individual taxation.
- The working language is English.

5. Selection process

The selection of candidates is performed by a selection panel composed by members of the MA and JS. The selection process includes the following main steps.

- The selection panel will evaluate the submitted applications and enclosed *curricula vitae*.
- The best-qualified applicants are invited to a first interview, conducted virtually and lasting approx. 30 to 45 minutes.
- Candidates shortlisted will be invited to a second interview which might take place in the form of a personal interview, at the MA/JS premises, or as a virtual interview. The second interview will be followed by a practical exercise. The second interview and exercise will last approx. 1,5 hours.
- Interviews will be held in English. Knowledge of other EU languages may also be tested, if relevant.
- At the end of the process, the selection panel will draw a ranking list of candidates. Inclusion in the ranking list does not guarantee any appointment.

6. Other information

Confidentiality

Candidates are reminded that the selection is confidential. All enquiries or requests for information or documentation in relation to the selection should be addressed to the address referred below. Candidates are asked to report any potential change of contact information in writing without delay.

Equal Opportunities

The programme applies an equal opportunities policy without distinction on the grounds of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

7. Submission of applications

Interested individuals are invited to apply online at the following link:

<http://www.eufa-wien.at/jobs>

Applications sent by e-mail or other forms different than the online system will not be considered.

The application shall include:

- A motivation letter in English of no more than one page;
- A detailed *curriculum vitae* (in order to make sure that your *curriculum* contains all needed information, you are encouraged to prepare it through Europass at <https://europa.eu/europass/en>);
- The online filled-in application form.

Supporting documents might be requested on demand.

To upload the CV and motivation letter (in PDF) please follow the instructions in the online application tool.

Applicant data will be managed according to the General Data Protection Regulation (EU) 2016/679.

Please note that the information submitted by the candidates and the selection process documentation might be shared with other departments of EU-Förderagentur GmbH, the programme Monitoring Committee, the MA and the JS.

The deadline for submitting applications is

20 January 2022

Interviews will take place indicatively as from end January 2022.

For questions related to the vacancy, please contact the JS at Info@interreg-central.eu.