

INTERREG IVC – Information Point East – Recruitment – Project Adviser/IP Coordinator

Project Adviser-IP Coordinator (contract from April 2010)

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 assess project applications
- to monitor projects’ implementation
- to coordinate overall IP’s activities in cooperation with the JTS
- to assist project applicants by:
 - * giving 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;
 - * 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
- to assist the JTS in the implementation of other programme related tasks

Qualifications / Selection criteria

Basic requirements:

- *Master Degree in a relevant field or relevant post-graduate studies;*
- *At least 2 years of professional experience (under employment contract);*
- *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;*
- *Ability to travel frequently*

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