

JOB OFFER	
Job title	Project and strategy officer
Directorate	Directorate of the Managing Authority (Direction de l'Autorité de Gestion - DAG)
Department	Service Interreg MED - SIM (Joint Secretariat Interreg Euro-MED)
Unit	Project Unit (Unité Projets - UP)
Objective of the Department or of the Unit	Assistance for projects / Assessment / Qualitative and quantitative monitoring / Thematic information and activities / Coordination and capitalisation of projects
Immediate superior	Responsible of the Unit
Management functions	No
JOB DESCRIPTION	
Global description of the missions	<p>Under the responsibility of the Joint Secretariat (JS) Coordinator and of the Project Unit responsible, he/she will coordinate the implementation of the Interreg Euro-MED Result amplification strategy. Assisted in this task by a working group within the Joint Secretariat, he or she will endeavour to involve all the Programme's internal and external stakeholders in the implementation of the strategy's action plan.</p> <p>In addition, he or she will be directly involved in the selection and management of Interreg Euro-MED projects throughout their life cycle.</p>
Activities	<p>As part of the coordination of the results amplification strategy:</p> <ul style="list-style-type: none"> - Coordinate the COM/CAP (communication/capitalisation) working group within the Joint Secretariat; - Manage the implementation of the strategy and its action plan; - Update the strategy; - Report to the Programme Monitoring Committee on the progress of the strategy; - Ensure the active role of the various stakeholders in the strategy (governance projects, thematic projects, national contact points, other Interreg programmes, the European Commission, structures in charge of international strategies, plans, initiatives or networks, etc.); - Mobilise any new actors likely to be involved in the strategy; - Develop dialogue and consultation actions with project stakeholders; - Monitor and develop any new guidelines that emerge for the 2028-35 period, so that they can be incorporated into the strategy. <p>In the framework of project management :</p> <ul style="list-style-type: none"> - Inform project partners or applicants about the activities of the Interreg Euro-MED Programme; - Participate in the drafting of calls for projects; - Assess submitted project applications; - Contribute to preparing Monitoring Committee meetings; - Implement and manage a portfolio of approved projects; - Assist the Managing Authority in drawing up subsidy contracts with the Lead Partners of approved projects; - Assist Lead Partners and partners in the effective management of projects;



	<ul style="list-style-type: none"> - Collect project documentation; - Contribute to the production and communication of project documentation; - Check project progress reports; - Ensuring that project data is recorded accurately on IT systems; - Organise trainings for lead partners and partners involved; - Prepare transnational Programme meetings; - Plan frequent trips abroad (participation in monitoring committees, internal project meetings, etc.); <p>He or she may carry out any activity necessary for the Joint Secretariat or to ensure the continuity of service.</p>
COMPETENCIES REQUIRED	
Education, diploma and certificates	<p>Higher university degree (BAC+5 / Master degree or equivalent) preferably in International Relations, European Affairs, Political Science, Community legislation or similar, planning, economic development, regional planning, economic development.</p> <p>At least 5 years professional experience in the field of managing European projects and/or programmes</p> <p>Desirable professional experience in the field of public policy coordination.</p>
Knowledge	<p>Good knowledge of Community rules and regulations concerning the Structural Funds and, to a lesser extend, of the existing legislation in the Interreg Euro-MED Programme Member States;</p> <p>Good knowledge of governance issues, particularly in the Mediterranean;</p> <p>Good knowledge of the themes of the Interreg Euro-MED Programme;</p> <p>Good knowledge of IT systems;</p> <p>Languages: excellent knowledge of French and/or English and good knowledge of one of both. Good knowledge of at least another language of the Programme would be an asset.</p>
Skills	<p>Analytical and synthetical skills;</p> <p>Team work capacities;</p> <p>Ability to listen and dialogue;</p> <p>Ability to find compromises;</p> <p>Ability to develop cooperation with a wide range of external stakeholders;</p> <p>Excellent interpersonal, writing and public speaking skills.</p>
Interpersonal skills	<p>Autonomy;</p> <p>Ability to take initiative and adapt</p> <p>Diplomatic;</p> <p>Resistance to stress;</p> <p>Ability to participate in international working groups;</p> <p>Versatility and flexibility.</p>
CHARACTERISTICS - MODALITIES AND CONSTRAINTS	

Working hours and schedules	There are no specific time constraints. Working hours are set by the administration according to the working option chosen (the most flexible working option gives up to 29 days of recuperation per year and 25 days of annual leave that can be accumulated).
Place of work	Conseil Régional PACA - Marseille
Work organisation	Resources and facilities: computer and cellphone provided. Travel: frequent travel in France and abroad. Possibility of teleworking 2 days per week (with daily compensation). Numerous social benefits: luncheon vouchers, holiday vouchers, gift vouchers (Christmas, back-to-school), contribution to complementary health insurance, contribution to public transportation pass, access to various social actions (tickets to shows, cinemas, participation in sports activities, etc.). A wide choice of professional training courses.
Functional Relationships	Ongoing relations with project leaders, the central and regional administrations of the States participating in the Euro-MED Programme, the Accounting Authority, representatives of the European Commission and other international bodies or networks. Internally, permanent relations with the Managing Authority of the Euro-MED Programme and potential relations with all the Region's departments and services.
Ethical code of conduct	Any officer is committed not to disclose not to use for personal purposes any confidential information linked to his responsibilities and activities outside the strictly professional context. Any officer must comply with the conflict of interest procedures established by the Programme
	This position is fully co-financed: - 80% by Interreg - 20% by co-financing from the Participating States of the Programme.

NB: this job description may be subject to change according to the Region's missions, projects and constraints.