

Managing Authority INTERREG IIIC South, located in Valencia (Spain), is looking for an **international team composed by 4 responsables** for the tasks assigned to the **Interact Point Tool Box**, in the context of the **Interact Programme 2002-2006**.

Ref. 1. IP COORDINATOR and RESPONSIBLE FOR PROGRAMME MANAGEMENT STRUCTURES

JOB DUTIES AND MAIN ACTIVITIES

- To secure day-to-day administration and technique management in the IP
- Responsible for liaising IP Tool Box along with the Interact Managing Authority and its Secretariat
- Final responsible for the elaboration of correct management Programme models as well as management of Interreg project models.
- To coordinate and encourage of the IP Tool Box Team
- To prepare and organise meetings with the Interact Secretariat, Communication Group and other IP's.
- Tasks distribution within members of the IP Tool Box.
- Responsible for the vertical tasks assigned by the Communications Group under the IP Tool Box responsibility
- To represent the IP Tool Box
- Drafting of annual work plans
- To determine the most appropriate legal status possibilities of management structures.
- To identify the most suitable and rational systems of internal organisation and functioning in order to identify common standards and to raise an effective programme implementation.
- To develop and advise, if necessary, alternative organisation and functioning systems for involved structures.
- To concretize, if needed, new management structure models in order to enhance effectiveness in the programme management.
- To promote the viability of third and neighbouring countries real participation in the INTERREG Programmes.
- To coordinate procedures by asking different funds to subsidise one operation.
- To strengthen the contacts between the management structures involved in funding financing initiatives related to cooperation projects during the programming and implementation process.
- To coordinate reporting and monitoring procedures in the framework of projects between Member States and third, neighbouring and associated countries.

MAIN ACTIVITIES

- Analyze actual models of internal organisation systems and bring-up good ones to follow.
- Benchmarking of the systems collected and description of common standards.
- Geographical study of development situation in order to identify needs of cooperation in third, neighbouring and associated countries.
- To analyse the data and information obtained about the participation of these countries in existing programmes(Phare, Tacis, MEDA, CARDS, EDF, Sapard, Ispa) and it's coordination between ERDF in order to identify the best way to involve them in INTERREG programmes.

JOB REQUIREMENTS

- High university education
- Knowledge on Regional Policy and European procedures (European and Transnational programmes, Technical Assistance...)

- Experience in Structural Fund management, particularly in the Interreg initiative (knowledge in European and national regulations)
- Experience in European Project and Programme launching.
- Experience in European Programme management
- Work aptitude in transnational, multicultural and multilingual teams
- Languages: High level in French, English and at least one of the other languages of the Programme. Knowledge of Spanish.
- Good communication abilities and written skills

Gross salary: 45.000 / year

Ref.2: RESPONSIBLE FOR AUDIT AND FINANCIAL CONTROL

JOB PURPOSES

- To assure efficient and accurate accounting, reporting and auditing of the functioning of the IP in order to guarantee an optimal internal management .
- To update information about the peculiarities of the audit and control systems which have been already implemented
- To clarify, when detected, general doubts concerning the audit and financial control systems
- To assess the specific correct application of the community regulations related to these systems in the framework of INTERREG programmes (widespread a better understanding of the European Commission regulation n°438/2001)

MAIN ACTIVITIES

- To keep close contact with the services of the European Commission in order to get indications and clarifications regarding the audit and financial control systems.
- To establish a good communication flow with the entities responsible for control in each Member States and other countries involved in INTERREG programmes.
- To set up a clear and user-friendly guide concerning the practical implementation of these systems.
- Workout models and common standards in the financial area.

JOB REQUIREMENTS

- High university education
- Experience in Structural Fund financial management
- Deep knowledge in Regional policy and European financial procedures (European and Transnational Programmes, Structural Funds, Technical Assistance)
- Deep knowledge in control procedures in open call for projects financed by Structural Funds (validation, audit track...)
- Work aptitude in transnational teams
- Computers: Word, Excel, Internet, Accounting Programmes
- Languages: High level in French, English and at least one of the other languages of the Programme. Knowledge of Spanish.
- Good communication abilities and written skills

Gross salary: 38.000 / year

Ref.3: RESPONSIBLE FOR PROJECT DEVELOPMENT, MANAGEMENT AND MONITORING

JOB PURPOSES

- To update all legal aspects related to the projects and programme implementation.
- To keep the coherence between programme documents and European and national relevant legislation.
- To regularise contractual relations between implicated bodies inside the projects and between applicants and management and paying authorities.
- To solve new legal requirements that continuously will appear.
- To enhance, by the assistance for project development, the fundamentals and needs of the Programmes in order to reach a high level of cooperation.
- To harmonise the launch and diffusion of the call for proposals in the framework of each strand (A, B and C) of the Programme establishing the appropriate basic legal conditions and periodicity.
- To harmonise and update the application procedure, particularly the documents related to it like application forms, applicant manual, audit guidelines etc.
- To further develop the project selection, adapting eligibility and evaluation criteria and decision procedure to observed needs.
- To improve quality of the existing developed instruments concerning the application procedure to facilitate the implementation of proposals
- To further develop the documents already used for the reporting and monitoring systems.
- To find out the more appropriate procedures to make reporting and monitoring systems comprehensive and available to be managed.
- To establish the required periodicity of reports and, if needed, controls in situ of the financed projects assuring the monitoring and reporting procedure requirements are perfectly accomplished.
- To keep the reporting and monitoring forms as similar as possible in all programmes

MAIN ACTIVITIES

- To establish contract models related to:
 - Subsidy Contract
 - Partnerships agreements
 - Agreements between Member States and managing and paying authorities
- Update programme documents and procedures according to European and national legislation.
- Collection of information about successful operations to be showed as good practices to potential applicants.
- Identification of cooperation needs.
- Proposal of contents according to identified needs
- Technical assistance concerning specific concepts or contents required in the project application being developed.
- Harmonisation of updates of:
 - Application Form
 - Programme Manual
 - Community Initiative Programme
 - Programme Complements
- Harmonisation of updates of reporting and monitoring procedures, including audit guidelines.
- Coordination of logical eligibility and selection criteria in the respect of them already established in the programming documents. Nevertheless if changes are considered necessary, they will be proposed.
- Exchange of experiences among actors involved in projects evaluations to promote a more homogeneous interpretation of evaluation criteria
- Harmonisation of updates of forms related to:
 - Eligibility checks

- Evaluation sheets
- Synthetic Memo
- Collection of information concerning these issues from the programmes, as well as compilation of conclusions and recommendations given by the mid-term evaluations.
- Preparation of documents to show the recommending way to set up an efficient and successful monitoring and reporting system underlining the best practices detected and the dangerous mechanisms to be avoided.
- Harmonisation of updates of monitoring and reporting procedures

JOB REQUIREMENTS

- High university education
- Experience in European Programme management
- Knowledge on Regional Policy and European procedures (European and Transnational programmes, Structural Funds, Technical Assistance...)
- Work aptitude in transnational teams
- Good communication abilities and written skills
- Languages: High level in French, English and at least one of the other languages of the Programme. Knowledge in Spanish.
- Deep knowledge in computer programmes: Word, Excel, Power Point and Internet

Gross salary: 38.000 / year

Ref.4: TECHNICAL ASSISTANT AND HIGH SKILLED IN IT

JOB PURPOSES

- Provide the necessary assistance to the IP Tool Box team
- Participate in the activity management of the IP (equipment, furniture, displacements...)
- Administration and update of the Internet site of the IP (contents, translation into the 4 languages...)
- Update of IP data base (addresses, mailings...) and development and maintenance of the information systems of the IP Tool Box

MAIN ACTIVITIES

- To secure the IP Tool Box offices with the necessary logistics and administration.
- Elaboration and follow-up of the mail
- Follow-up and administration support to all activities of IP
- IP Database (mailings, datafiles...) and statistics database management
- Organisation for displacements and logistics for meetings
- Download all information of the Internet site

JOB REQUIREMENTS

- Baccalaureate
- Experience in secretariat and computers
- Rigour and sens of organisation
- Work aptitude in transnational teams
- Languages: High level in French, English and at least one of the other languages of the Programme. Knowledge in Spanish.

- Computers: Deep knowledge in Word, Excel, Power Point, Internet and Access.

Gross salary: 30.000 / year

GENERAL INFORMATION:

The contracting period will be beginning early 2004 ending 2006. It is required an immediate start.

If you would like to apply the job, please write by e-mail with acknowledgement of receipt (interact@gva.es) to *Roberto Arnau* enclosing your curriculum vitae, together with a letter of application. The closing date for applications is **11 January 2004** and after a pre-selection of candidates, interviews will be held in Valencia during the month of January.

Contact data: telephone nº: +34 96 3866342/ 69519; fax nº: +34 96 3866209

INTERACT, as part of the Community Initiative INTERREG, seeks to build upon experience and lessons learned during the previous programming periods of INTERREG (i.e., INTERREG I and II) to increase the effectiveness of the current INTERREG III programming period.

The INTERREG Community Initiative is designed to strengthen economic and social cohesion in the European Union (EU). The Initiative comprises cross-border, trans-national and inter-regional co-operation (i.e., Strands A, B, and C, respectively) and a large number of individual projects.

Thus accompanying actions to co-ordinate the three strands are of high importance in order to safeguard the added value of co-operation. In particular, the aim of the Interact Point "Tool Box" is improving the know-how and to strengthen the management and operational capabilities of INTERREG III bodies.

Please, note that the above is subject to the signature of the subsidy contract with the INTERACT Managing Authority concerning the IP Tool Box.