

# VACANCY AT THE JOINT SECRETARIAT

---

Project Finance Manager

September 2017

---



## 1. Background

The Interreg CENTRAL EUROPE (Interreg CE) Programme is one of the 15 transnational programmes established in the framework of the European Territorial Cooperation Objective of the EU Cohesion Policy for the programming period 2014-2020.

The Interreg CE Programme supports regional cooperation among nine central European countries: Austria, Croatia, the Czech Republic, Hungary, Poland, Slovakia and Slovenia, as well as parts of Germany and Italy. The overall objective of the programme is “to cooperate beyond borders to make central European cities and regions better places to live and work” by implementing smart solutions answering to regional challenges in the fields of innovation, low-carbon economy, environment, culture and transport. The total programme budget is of around 246 million Euros from the European Regional Development Fund (ERDF).

The Interreg CE Programme is managed by the City of Vienna, acting as programme Managing Authority (MA), with the support of the Joint Secretariat (JS) established in compliance with Article 23(2) of Regulation (EU) No 1299/2013.

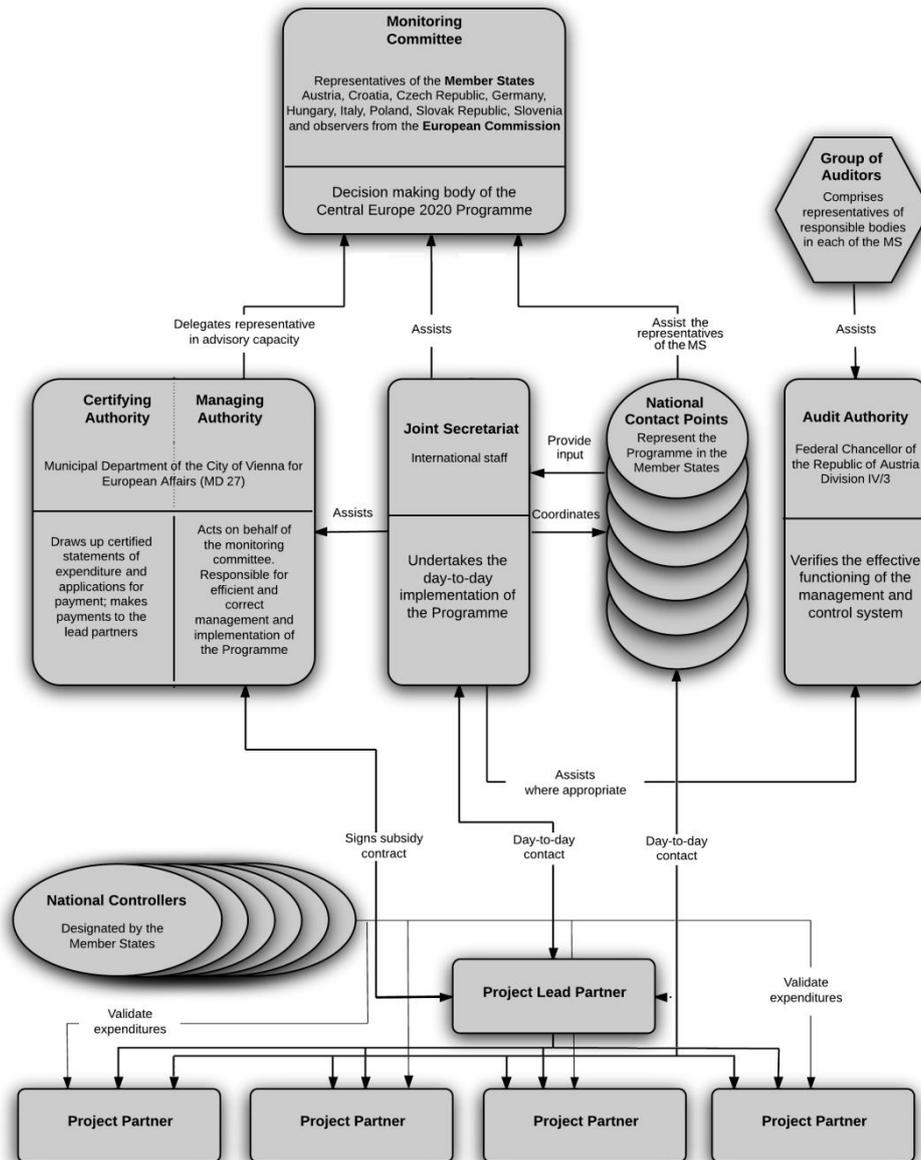
Further information and relevant documents concerning the Interreg CE Programme can be found on the programme website: [www.interreg-central.eu](http://www.interreg-central.eu).

## 2. Interreg CENTRAL EUROPE management structure

The management structure of the Interreg CE programme consists in the following:

- **Monitoring Committee (MC)**. The MC steers the programme and ensures the quality and effectiveness of its implementation and approves projects for funding. It is composed of representatives of the Member States participating in the programme.
- **Managing Authority (MA)**. The MA is responsible for the management and implementation of the programme in accordance with the principle of sound financial management and in line with EU regulations ruling the ERDF funds. The MA also carries out the functions of the Certifying Authority (CA), therefore it is also responsible for ERDF payments to projects.
- **Audit Authority (AA)**. The main task of the AA is to ensure that audits are carried out on the management and control systems of appropriate sample of projects and on the annual accounts according to internationally accepted audit standards in order to verify the expenditures declared.
- **Joint Secretariat (JS)**. The joint secretariat assists the MA and the MC in carrying out their respective functions and undertakes the day-to-day implementation of the programme. It also provides guidance to project applicants and partners.
- **National Contact Points (NCPs)**. National contact points represent the programme on national, regional and local level. In cooperation with the JS, they provide information to potential applicants, advise and assist project partners, inform stakeholders on achievements of the programme and support the national and transnational programme management.
- **National controllers**. National controllers are responsible for verifying the legality and regularity of the expenditure declared by each lead partner and project partner participating in the project and located on its territory.

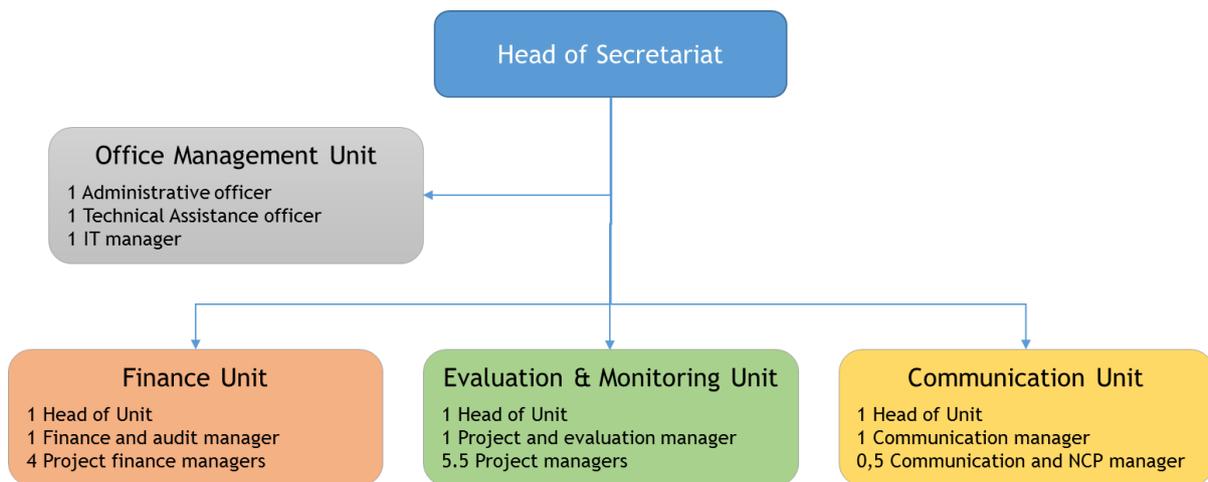
An overview of the programme management structure is presented in the following chart, while further information can be found in section 5 (and annexes) of the “Cooperation Programme” available for download at <http://www.interreg-central.eu/Content.Node/discover/home.html>



### 3. The Interreg CENTRAL EUROPE Joint Secretariat

Pursuant to Article 23(2) of Regulation (EU) No 1299/2013, the MA has set up the JS via EU-Förderagentur GmbH, a subsidiary body of the City of Vienna. The JS is based in Vienna.

The staff of the JS is organised in functional units reflecting the programme management tasks, as presented in the following chart:



The JS assists the MA and the MC in carrying out their respective functions. The functions of the JS are listed below:

- Supports the MA in day-to-day management, in fulfilling its tasks for the implementation of the programme and assists the MC, including the preparation and minutes of meetings and the implementation and follow-up of monitoring committee decisions;
- Prepares and provides all necessary information and reports to the MA to allow the fulfilment of its responsibilities;
- Organises and implements calls for proposals, prepares application packages, standardised forms and contracts for the purpose of assisting/guiding potential applicants;
- Receives submitted applications, ensures that projects are assessed in accordance with the criteria applicable to the programme along defined eligibility and selection criteria and submits assessment to the MC for its decision;
- Assists/guides the lead applicants during project development;
- Receives progress reports submitted by the lead partners, monitors progress made by the projects and provides guidance and assistance to lead partners during project implementation;
- Prepares papers and analyses on strategic matters concerning the programme, with the purpose of supporting the MC in its functions;
- Administers and updates the monitoring system of the programme;
- Coordinates and implements technical assistance activities approved by the MC;
- Assists the MA in ensuring compliance with information and publicity requirements of Article 115 of Regulation (EU) No 1303/2013;

- Drafts and implements the programme communication strategy, in line with Article 116 and Annex XII of Regulation (EU) No 1303/2013 and as approved by the MC;
- Coordinates and cooperates with the network of NCPs on the basis of annual work plans;
- Liaises with stakeholders of the programme on regional, national and European levels to facilitate reaching the objectives of the programme;
- Coordinates the exchange between the network of national controllers.

The working language at the JS is English.

## 4. Open Position at the Joint Secretariat

The CENTRAL EUROPE 2020 JS is currently looking for candidates to fill one job position within the JS Finance Unit, with the following profile:

<b>Project Finance Manager</b>
--------------------------------

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

### 4.1 Main duties and responsibilities (job profile)

The selected candidate shall perform the following tasks:

#### Project finance guidance

- To guide applicants in the development of project proposals, in particular focusing on financial issues in cooperation with the JS project manager
- To guide beneficiaries on applicable control requirements, eligibility of expenditure, in identifying national controllers as well as in reporting and payment procedures
- To guide the approved projects in all its implementation phases from the start up to closure through both on-line support (phone, e-mail, etc.) and on-the-spot project visits
- To contribute to the organisation and implementation of information events, workshops, trainings, for informing and increasing capacity of applicants and beneficiaries (e.g.: Info days, lead applicant trainings, lead partner seminars, trainings on project implementation)
- To guide lead partners in project financial management topics (e.g.: if budget reallocations become necessary, or if any other problem related to financial reporting needs to be solved)

#### Project finance assessment and monitoring

- To assess the received project applications, with a focus on the financial section
- To monitor finance aspects of the approved projects through the analysis of the financial part of progress reports, in coordination with the JS project managers

- To assist the JS project managers in drafting subsidy contracts and their amendments in relation to financial issues
- To keep the programme database updated
- To ensure the respect of the applicable budget flexibility rules at project level
- To collect and transfer to colleagues good practices in financial management
- To support the collection of data and information on projects and their implementation for reporting to the MA, CA, AA and MC
- To prepare written procedures to the MC regarding special requests from projects (e.g. on major budget re-allocations)
- To carry out plausibility checks on expenditure
- To support the preparation of annual accounts and the final programme winding-up in cooperation with the Head of finance unit

#### Support to JS coordination and management

- To support the development of internal procedures
- To participate in JS coordination meetings
- To participate in the MC meetings and other working group meetings according to needs
- To contribute to the elaboration of relevant programme documents (e.g.: annual implementation reports)
- To support the network of national controllers
- To support the Head of finance unit in checking performances of national controllers
- To follow training courses according to office needs

## 4.2 Eligibility and selection criteria

The Project Finance Manager will be appointed on the basis of personal merit and her/his knowledge and skills. Candidates will be considered for the selection phase on the basis of the following eligibility criteria:

- Hold a university degree, preferably in Economic -related fields, or equivalent professional experience;
- Have at least 3 years of professional experience on matters concerning this job position;
- Be a national of a Member State of the European Union or hold a valid working permit;
- Have excellent command of English language (C2 level - according to the language levels of the Common European Framework of Reference:  
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>);
- Have good command of the MS-Office® suite.

Candidates fulfilling the above minimum eligibility requirements will be assessed against the following selection criteria:

- Sound knowledge of the European legislation and in particular of the EU Structural Funds regulations and procedures, especially in relation to eligibility of expenditure and control systems;
- Previous experience in programme or project financial management and/or control/audit in the framework of EU-funded programmes;

- Previous experience in programme or project financial management and/or control/audit in the framework of European Territorial Cooperation/Interreg;
- Knowledge of the EU State aid discipline;
- Experience in project assessment and monitoring;
- Communication and presentation skills;
- Knowledge of another language of the Interreg CENTRAL EUROPE Programme area;
- Strong analytical capacities and problem-solving attitude;
- Independence combined with co-operative working approach;
- Ambition to work in an international environment and willingness to travel and work on a flexible time schedule.

## 5. 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 Austrian private law;
- 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 can be further prolonged according to performance of the employee. 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 Unit;
- The annual salary will depend on professional background and experiences, starting from at least EUR 48.000,- gross per year. Net salary will strongly depend on individual taxation. As a rough estimation, the above mentioned minimum gross salary corresponds to an average net monthly salary of EUR 2.290,- paid 14 times per year;
- The working language is English.

## 6. Other information

### Shortlisting of candidates and interview

Short-listed candidates will be called for an interview in Vienna. The interview will last approximately one hour and will be followed by a practical exercise. Inclusion in the short-list does not guarantee any appointment.

### 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

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

## 7. Submission of application

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 accepted.

The application shall include:

- A motivation letter in English of no more than one page;
- A detailed curriculum vitae (using the European CV format available on: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>);
- The online filled-in application form.

Supporting documents might be requested on demand.

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

EU-Förderagentur GmbH seeks to attain gender balance and encourages female applicants to apply for this position.

Applicant data will be managed according to the Law on Data Protection 2000, Austrian Federal Law Gazette No. 165/1999.

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 MC, the MA and the JS.

The deadline for submitting applications is 27 October 2017

Interviews will take place in Vienna indicatively in the first half of November 2017

For questions related to the present vacancy please contact the JS at: [Info@interreg-central.eu](mailto:Info@interreg-central.eu)