

## VACANCY ANNOUNCEMENT

### Introduction to the Interact III Programme

The European Union is a mix of cultures and economies that will reach its full potential through mutual understanding and close cooperation. That is why the European Union supports cooperation in many ways. One of them is Interreg, an initiative specifically dedicated to helping European regions work together to find solutions to common economic, environmental, social and cultural challenges. There are more than 100 Interreg programmes managing thousands of cooperation projects throughout Europe who are dealing with these issues.

The INTERACT programme's specific mission is to support these programmes in their daily work. So to help them successfully navigate the Interreg world, we provide advice, organise learning events and develop a wide range of tools on:

- • How to manage a European cooperation programme or project and comply with EU rules on finance and controls.
- • How to communicate funding opportunities, as well as programme and project results.
- • How to use new cooperation tools.

We also harmonise processes to help programmes work more efficiently and to make the life of project applicants easier. We act as a hub to allow programmes to exchange experiences and network. Finally, we constantly explore and encourage innovative ways of cooperating in Europe by supporting macro-regional and sea basin strategies as well as legal structures and initiatives to facilitate cooperation activities.

We provide services free of charge to all Interreg stakeholders: managing authorities, joint secretariats, monitoring committees, national contact points, first level controllers, certifying authorities, and audit authorities. We also collaborate closely with EU-wide, national and regional cooperation organisations, institutions and networks.

We are financed by the European Regional Development Fund (ERDF) and by the 28 EU member states, Norway and Switzerland, and we have a total budget of 46 million EUR for the 2014-2020 period. We are part of the Interreg programmes - which are financed under the European Territorial Cooperation objective of the European Structural Funds - but we also support cooperation at the external borders of the EU (IPA/ENI CBC), as well as new forms of territorial cooperation.

#### **Interact Office Turku, Finland**

The coordination framework and implementation structure for the Programme is based on a decentralised model involving a central Secretariat/Managing Authority located in Bratislava (SK) and four Interact Offices located in Turku (FI), Viborg (DK), Vienna (AT) and Valencia (ES).

Interact Office Turku is hosted by the Finnish Ministry of Employment and the Economy, Unit of Regional Development and it is housed at the Centre for Economic Development, Transport and the Environment in Southwest Finland.

Further information regarding the aims, objectives, coordination framework and operational strategy for the Programme can be found at [www.interact-eu.net](http://www.interact-eu.net)

Interact Office Turku (FI) is currently seeking suitable applicants to fill the vacancy of:

#### **Coordinator / Head of office, Interact Office Turku**

The position will be opened under the framework of Interact III Programme.

Applications should be received by 3 March 2016 at 16:15 EET.

## Profile

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Coordinator / Head of office, Interact Office Turku

### Key tasks and required qualifications

Overall responsibility for the delivery and management of the Interact Office Turku operations and services and for the continuous development of the Interact Programme services together with other programme bodies.

- Expert and facilitator in Interact services supporting exchanges across the European Territorial cooperation
- Expert and facilitator building bridges and facilitating exchange between Interreg programmes and other ESIF programmes and policy instruments if relevant
- Expert in advocating and enabling development within Territorial Cooperation programme management structures

### Key Tasks:

- To represent the Interact Office Turku. To manage and lead the Interact Office Turku to achieve the aims and operational objectives of the Interact programme and services.
- To elaborate and implement the Work Plans for the Interact Office Turku in agreement with the Managing Authority. To implement the decisions of the Monitoring Committee regarding the Interact Office Turku.
- To manage the day to day operations of the Interact Office Turku. To be accountable for the management of the tasks allocated to an international team.
- To contribute as expert in service provision of Interact Office Turku.
- To act on behalf of the hosting institution and be accountable to the Managing Authority. To be responsible for and to manage the finances of the Interact Office Turku.
- To manage and develop communication with the European Commission, Interact Programme bodies and other relevant bodies.

- To manage the coordination with Interact Managing Authority/Secretariat and other Interact Offices
- To report to the Managing Authority, Certifying Authority and Monitoring Committee and the hosting institution on progress, achievements and results.

**Requirements:****EU programme knowledge**

- In-depth knowledge and experience of European Territorial Cooperation Programmes
- Understanding of EU Regional Policy and complementing EU funding instruments to support regional development and macro-regional cooperation
- Knowledge in overall management of programmes and projects
- Working experience of at least 7 years in Programmes financed with Structural Funds, of which at least 3 years in European Territorial Cooperation Goal

**Professional skills**

- Ability to lead the team to ensure team commitment and effective delivery of services. Ability to manage office procedures.
- Ability to plan, coordinate and implement the activities with the support of the expert team
- Strong skills for assessing interests, planning and prioritising
- Expert in advocating and facilitating change in programme management procedures
- Strong experience and capability for event facilitation
- High commitment to service provision
- Strong organisational and administrative skills; Strong experience in financial management and budgeting
- Excellent knowledge in English; knowledge of other EU languages is seen as an asset
- Excellent writing, presentation and IT skills

### **Personal skills**

- Drive and determination and the ability to take the responsibility of the quality of the results
- Strong negotiating, networking and communication skills in multicultural environments
- Ability to understand different cultural and administrative contexts and adapt personal knowledge and experience to these settings
- Strong organisational skills
- Strong social skills for team work; Flexibility
- Ability for analytical assessment and reporting
- Ability to work under stress
- Availability to travel frequently
- Willingness and commitment to relocate to Turku

### **Educational background**

- Sound professional background and at least 7 years working experience in the relevant fields
- Master degree or equivalent in relevant fields of study

### Additional information

Applicants must be a citizen of a European Union Member State or have valid residence and work permit in Finland.

### **Start date, contract and salary**

The contract will be concluded as rapidly as possible and the contract will run until 30 June 2023, being conditional for Interact III programme financing decisions. Trial period of 4 months will be applied. The position is fulltime and based in Turku, Finland. The successful candidate will be employed in accordance with relevant Finnish labour agreements.

Competitive salary depending on experience.

### **Application Procedure**

Applications should consist of a motivation letter explaining the reasons for applying and suitability for the position together with a CV. All materials should be submitted in English. Please use the European CV formats specific to vacancy type (to be downloaded e.g. <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

Applications should also include an indication of possible start dates.

Please submit applications electronically to [kirjaamo.varsinais-suomi@ely-keskus.fi](mailto:kirjaamo.varsinais-suomi@ely-keskus.fi). Additional hard copies may be sent to Varsinais-Suomen ELY-keskus, Kirjaamo, Box 236, 20101 Turku, Finland.

Please mark all mails with the subject "Application - Interact Office Turku Coordinator".

Applications should be received **no later than Thursday, 3 March 2016 at 16:15 EET**. Applications received after this date will not be considered.

Short-listed candidates will be invited for interview by 11 March 2016. No notification will be sent to candidates who have not been short-listed. Short-listed candidates are required to bring signed hard copies of application with proof of identification to interviews. Interviews will be held in Helsinki, Finland, during weeks 11-13/2016.

For further information, please contact:

Mr. Petri Haapalainen, Ministerial Adviser, the Finnish Ministry of Employment and the Economy, [first.lastname@tem.fi](mailto:first.lastname@tem.fi);

Ms Petra Masáková, Head of Interact Programme Managing Authority, [first.lastname@interact-eu.net](mailto:first.lastname@interact-eu.net);

Mr. Kimmo Puolitaival, General Director, Centre for Economic Development, Transport and the Environment in Southwest Finland, [first.lastname@ely-keskus.fi](mailto:first.lastname@ely-keskus.fi).