

Vacancy announcement for Interact Programme

Interact Secretariat, Brussels Office – Liaison officer for Interact programme

We are looking for a liaison officer, located in Brussels, Belgium, who will be employed by Interact Secretariat, but perform horizontal tasks and deliver services for the whole Interact Programme. This is a new position in Interact and requires a strategic view for the future, analytical thinking, and strong communication and cooperation skills.

Objectives

- develop, deliver and report on a strategic engagement plan to ensure Interact is well connected with relevant policy making actors ahead of the 2028-2035 legislative process
- represent the Interact programme at relevant EU events and identify relevant bodies for Interact to engage with on specific content and topics
- advocate for Interact, and Interreg, with relevant EU stakeholders and policy actors
- advise the Interact team of opportunities to work with Interreg to influence EU policy making processes

What are the key tasks?

- collect information important for Interact's service delivery and share it with relevant Interact colleagues
- where relevant Interact experts cannot, participate in meetings/fora where Interact presence is important, at short notice events and represent Interact's interests
- establish new contacts, especially with European Parliament, European Committee of Regions and European Commission and maintain them
- organise or support organisation of visibility events for Interreg and Interact in Brussels
- build and maintain a programme level stakeholder map to support and coordinate engagement at an EU level.
- attend EU events and fora, representing the Interact programme and Interreg community.
- track relevant legislative, wider policy and other consultations and similar of interest to Interact and Interreg, and to connect relevant Interact colleagues with these processes.
- help connect Interreg visibility, and through that activity Interact, with the EU political agenda and wider activities Brussels.
- perform tasks according to the needs of Interact, Interreg programmes and projects, and other key stakeholders of Interact e.g. where necessary support delivery of Interact events, including advisory services, trainings, workshops, meetings, etc. (incl. concept development, practical organisation, management, moderation, reporting and follow-up processes) in face-to-face and online environments;

- provide regular summary of key developments at an EU level for Interact colleagues, including providing a summary and analysis and summary of the work of the SMWP and other relevant working groups

The position could involve travel and occasional work outside regular office hours.

Who we are looking for?

The following professional skills/assets will be advantageous for the position identified, and we will be looking at the combination and match between experience/qualifications and skills/assets. We will also look at the professional and personal traits and skills that each candidate can bring to the team and the position.

The minimum requirements for this position, and which applicants should regard as eligibility criteria, are:

- master or post-graduate degree (or equivalent) in relevant fields of study (EU- or international studies, public management, economy, social studies or related field);
- at least 5 years of working experience within EU Cohesion Policy;
- proficiency in written and spoken English.

Knowledge that is necessary for this position is:

- extensive knowledge and understanding of EU Regional Policy and regulations;
- in-depth knowledge and understanding of Interreg programmes and their projects, including their implementation and management processes;
- thorough understanding of complementing EU funding instruments to support European territorial cooperation;
- in-depth knowledge in topics like roles and responsibilities of programme management and implementation bodies, programme implementation cycle, monitoring and evaluation, legal framework 2021-2027, project life-cycle, coordination and synergies;
- experience in designing and delivering learning content, providing and facilitating workshops (online, in-person, hybrid);
- knowledge and experience in organising, leading and monitoring networks of experts in the relevant field of responsibilities;
- IT literacy;
- understanding of and ability to apply change management principles and knowledge transfer are considered an asset.

Skills/assets that are essential for this position:

- ability to establish and maintain effective relationships with target groups, gain their trust and respect; conflict management skills;
- commitment and drive for high-quality results, even under changing circumstances;
- ability for analytical assessment and critical thinking;
- courage to contribute to developments and accept new challenges;
- capacity to hold a strategic view of the future, at the same time having an eye for detail;
- independent, yet team player with a service-minded approach;
- strong sense of initiative and personal responsibility;
- strong communication and presentation skills;
- motivation and capability to work in an international team in the multicultural environment;
- disciplined, with good planning and organisation skills;

Work experience in an international organisation, an EU-funded programme, multicultural environment will be considered as an asset.

About the Interact programme

Staff of the Interact Programme facilitate the exchange of expertise, experience and good practices within the Interreg Programmes; i.e., European Territorial Cooperation (ETC) Objective, as well as other cooperation initiatives. The Programme's wide geographic scope covers the Member States of the European Union, plus Norway, Switzerland and neighbouring countries. Interact is co-financed by the European Regional Development Fund (ERDF) and by national contributions from participating countries.

The coordination framework and implementation structure of the Programme is based on a decentralised model consisting of a central Managing Authority/Interact Secretariat located in Bratislava (Slovakia), and four Interact Offices located in Valencia (Spain), Viborg (Denmark), Vienna (Austria) and Turku (Finland).

Full details regarding the aims, objectives, coordination framework and operational strategy for the Programme can be found in the Interact IV Programme document, available to download at www.interact-eu.net.

Start date, contract and salary

The position is full-time and based in Brussels, Belgium. The successful candidates will be employed in accordance with relevant Slovak labour agreements. The formal employer is Bratislava Region.

We can offer a monthly brutto salary starting with 3.500 EUR.

The length of the contract is one year with extension possible. This position is created under Interact IV 2021-2027 Programme, and will indicatively last until the end of 2029.

Application procedure

Please send your application by email to melania.durdovanska@region-bsk.sk.

You should attach 3 documents as part of your application; a CV, cover letter and a 3 minutes long video where you present how you assure the fulfilment of the objectives and tasks of this position. All materials should be submitted in English. Applications should also include an indication of possible start dates.

Regarding work experience information in your CV, you may wish to indicate a contact person we can approach for references on your employment. All applications will be treated confidentially, and referees will not be contacted without prior agreement with the applicant.

Applications should be received no later than **7 August 2023 at 11:59 am CET**. Applications received after this date will not be considered.

Short-listed candidates will be contacted after 14 August 2023. Interviews will be held **in the second half of August – beginning of September 2023** online via Zoom platform.

For further information please contact Petra Masáčová, Head of Interact programme Managing Authority/Interact Secretariat, petra.masacova@region-bsk.sk, +421 2 4826 4130.

We are looking forward for your application!