

Vacancy announcement for the Interact programme

Specialist in Interreg Programme management

Interact Office Turku is recruiting an
Specialist in Interreg Programme management

About Interact

We are an experienced international team who are passionate about cooperation. Cooperation can be complex; our job is to make it easier.

We ensure the exchange of experience, information and innovation in order to promote best practices and make cooperation easier. We achieve this through targeted events, publications and tools.

Our services are targeted at cooperation programmes under the European Territorial Cooperation (ETC) objective of Cohesion Policy 2021-2027 - known as Interreg. We are co-financed by the European Regional Development Fund (ERDF).

Our work covers the Member States of the European Union, as well as Norway and Switzerland. We also support programmes in pre-accession and European Neighbourhood countries.

Interact Managing Authority and Interact Secretariat (MA/IS) are based in Bratislava. Four Interact offices, in Turku (Finland), Valencia (Spain), Viborg (Denmark) and Vienna (Austria), deliver services to Interreg programmes and other cooperation stakeholders.

Each of the four implementing offices host specialists in Programme Financial Management, Programme Content and Programme Communication. Each office also has lead responsibility for certain Operations of Strategic Importance which are important to the Interact programme, and have a significant impact on our target audience, such as keep.eu, EC Day, HIT and Jems.

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

About Interact Office Turku

Our team is located in Turku, in the university city on the south-western coast of Finland. The Centre for Environment, Transport and Economic Development (ELY Centre) holds the contract with Interact Office Turku, and the ELY Centre is also our host and our formal employer.

Profile

We are looking for an experienced professional to address and develop the management practices of current and future European Territorial Cooperation Programmes. The ideal candidate is a substance-matter specialist in Interreg programme management with solid understanding on finance and programme management aspects. We are looking for a high level of expertise in diverse programme approaches.

This position requires practical skills for analytical thinking and the ability to maintain a strategic view for the future programme development. The position requires strong facilitation skills, and capacity to use a variety of methods in online and in-person settings.

Key tasks:

- Analyse and interpret EU regulations, actively contribute to discussions regarding legal framework for the 2021-2027 programming period
- Follow up and support the preparations for the future period post 2027
- Analyse and lead discussions on Interreg programmes' procedures and practices
- Support exchange of experiences regarding financial management and implementation of Interreg funds and programmes, in cooperation with key stakeholders and cooperation partners, and other Interact experts
- Develop relevant tools and methods, especially focusing on technical assistance, decommitment and accounts
- Contribute to the development and implementation of the overall Interact strategy and long-term planning in collaboration with Interact colleagues
- Develop and deliver events (concept development, organisation, management, moderation, reporting and follow-up) in in person and online environments
- Facilitate processes in the Interreg community that lead to harmonisation and simplification of practices, as well as development of new ways of working
- Perform other tasks according to the needs of Interact, Interreg programmes and other key stakeholders of Interact programme

The position requires occasional travel and work outside regular office hours.

We offer flexible hybrid working arrangements, but please note that employment and remote work require physical residency in Finland.

Our expectations:

The minimum requirements for this position are:

- Master or post-graduate degree (or equivalent) in relevant fields of study (EU or International Studies, Public Management, Economy, etc.)

- Sound professional background and at least 7 years working experience in funding programme management, including working in Interreg programme
- Proficiency in written and spoken English

Knowledge that is necessary for this position is:

- In-depth knowledge and understanding of Interreg programmes and their projects, including their management practices and challenges, with a specific focus on programme management and finances, and enhancing cooperation capacities.
- Extensive knowledge and understanding of EU Regional Policy and regulations
- Understanding of complementing EU funding instruments to support European territorial cooperation
- Experience in capacity building and facilitation of workshops (online and in-person)
- Ability to guide and implement updates in management capacities of Interreg programmes

Personal skills that are an asset for this position:

- High commitment and drive for the high-quality results, even under changing circumstances
- Ability for analytical assessment and critical thinking
- Ability to manage the big picture
- Independent, yet team player with service-minded approach
- Strong sense of initiative and personal responsibility
- Good communication and presentation skills
- Understanding of and ability to apply change management principles and knowledge transfer processes and systems
- Motivation and capability to work in an international team, in the multi-cultural structure
- Disciplined, with good planning and organisation skills
- Ability to establish and maintain effective relationships with target groups, gain their trust and respect
- Ability to understand systems, concepts and complexity
- Conflict management skills

Terms and conditions

The terms and conditions for the employment/contracting period are:

- The position is full-time and based in Turku, Finland.

- The successful candidate will be employed in accordance with the relevant Finnish labour agreements.
- We can offer a competitive annual salary including good occupational health care services.
- The length of the contract is subject to the funding and strategic decisions from Interact IV programme, indicatively until the end of 2029.
- Starting date indicatively early August 2025.
- The employment is foreseen on a 37,15 hours per week basis
- The position could involve travel and occasional work outside regular office hours.
- The working place is Turku (Finland), remote work within Finland is possible to a certain extent.

Application procedure

Please apply online at www.valtiolle.fi, the Finnish governmental recruitment service. **Please note that the ID number for this position is 10411** and it serves as the reference number for the position in the online system. Applications sent by e-mail or forms other than the online system will not be accepted.

The application should include:

- A motivation letter describing
 - your suitability for the position, and what you would bring to Interact
 - your main job expectations
- The online application form
- A detailed curriculum vitae
 - 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.

To upload the CV and motivation letter, follow the instructions in the online application tool. All documents should be submitted in English.

Applications should be received no later than Monday 24 February 2025 at 16.15 EET.

Applications received after this date will not be considered.

Short-listed candidates will be contacted by 3 March 2025. Online interviews will be held during the week of 10-14 March 2025. The second round of interviews will optionally take place in Turku.

A security clearance will be performed on the selected candidate. For further information on the security clearance please visit the website of the Finnish Security Intelligence Service (<https://supo.fi/en/security-clearances>).

The probationary period of 6 months will be applied.

Please note that the information submitted by the candidates and the selection process documentation might be shared with the designated persons in the ELY Centre, the Interact Managing Authority, the Interact Programme Secretariat and Interact Offices, and with the Interact Monitoring Committee members, if requested.

For further information please contact:

Satu Hietanen, Head of Office Turku

satu.hietanen@interact.eu, +358 400 219 021

Available for inquiries during the following times:

Thursday 30 January 2025 between 13-15 CET (14-16 EET)

Wednesday 5 February 2025 between 13.30-15 CET (14.30-16 EET)

Monday 10 February 2025 between 9-11 CET (10-12 EET)

Friday 14 February 2025 between 13.30-15 CET (14.30-16 EET)