

Vacancy announcement for the Interact programme

**Interact Office Vienna is recruiting a
Project Manager in the field of Interreg programme management
("Interreg expert") (m/f/d)**

About Interact

Cooperation can be complex; *our job is to make it easier.*

Throughout Europe, Interreg programmes are implementing projects which improve the lives of Europeans. Interact helps Interreg programmes, and other actors working in a cooperation context, to be more efficient and more effective, to achieve more with EU funds.

Interact has supported Interreg for more than 20 years, and continues to offer bespoke interventions to address the key challenges facing Interreg programmes and other cooperation actors in working in a complex environment.

We ensure the exchange of experience, information and innovation in order to promote best practice 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 - known as Interreg.

Interact is itself an Interreg programme, under Strand C Interregional Programmes. We are established in the Interreg regulation (2021/1059), Article 3 (3) (C) to ensure the exchange of experiences, innovative approaches and capacity building among cooperation actors.

The Interact Managing Authority and Interact Secretariat is hosted by the Bratislava Self Governing Region. Partnership agreements establish four implementing offices which pool experiences, innovations and ideas from all over Europe. Our offices are located in Turku (Finland), Valencia (Spain), Viborg (Denmark) and Vienna (Austria).

Each office combines the management of specific projects and contributes to the overall knowledge and implementation of the programme. Our specialists work across offices and topics, to build a broad understanding of the challenges facing Interreg programmes and design interventions to address them.

About Interact Office Vienna

Interact Office Vienna is implemented by the City of Vienna, Municipal Department 27 - European Affairs. Employer of the Interact Office Vienna staff is the EU-Förderagentur GmbH on behalf of the City of Vienna.

About the role

The Project manager position will play a pivotal role in strengthening cooperation within the Interreg community by identifying opportunities for collaboration, developing innovative content, and delivering high-impact learning concepts. Working closely with programme bodies, policymakers, and other stakeholders, the role will design and implement capacity-building activities, including workshops, seminars, and conferences, to improve the effectiveness and efficiency of Interreg programmes. The post holder will also bring expertise to Interreg external cooperation programmes (Interreg IPA, Interreg NEXT) and shape the future of territorial cooperation in Europe and beyond.

This is a highly collaborative, cross-cultural role requiring strong analytical skills, excellent communication abilities, and a proactive, solution-oriented mindset. It combines the freedom to take initiative and organise work in collaboration with the wider team across Interact offices, ensuring activities are delivered effectively and with impact. The position involves frequent travel and offers the opportunity to work at the very centre of European territorial cooperation, shaping policies and practices with long-lasting impact.

Key Responsibilities

- Identify priority areas for knowledge exchange and collaboration across the Interreg community, creating original and innovative content that enhances programme efficiency and effectiveness.
- Design and develop capacity-building initiatives on topics such as Interreg management, regulatory compliance, and efficient programme delivery.
- Support Interact Office Vienna's Head of Office to translate strategic objectives into actionable plans and monitor their progress.
- Supporting programmes with advice and expertise to design well-functioning procedures in line with the post-2027 regulatory framework.
- Plan, coordinate, and deliver high-quality knowledge-sharing events – including seminars, workshops, webinars, and conferences – to promote best Interreg practices and strengthen cooperation networks.
- Contribute to content development and service delivery for Interreg external cooperation programmes (Interreg IPA, Interreg NEXT).
- Build and maintain strong relationships with stakeholders, including Interreg programme managers, policy experts, EU institutions, and other cooperation actors.

Role requirements and other assets

This role is ideal for a skilled communicator, strategic thinker, and passionate team player ready to make a difference.

Minimum requirements

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

- University degree in a relevant field (e.g., European studies, spatial/regional planning, international relations, social sciences and similar).
- At least 7 years of progressively responsible experience in managing and implementing Interreg programmes, preferably in Managing Authorities, Joint Secretariats, or National Authorities.
- Strong proven managerial and analytical skills, with proven ability to identify challenges and develop effective solutions.
- In-depth knowledge of Interreg, regulatory framework, programme management and implementation.
- Professional fluency in English, with excellent oral and written communication, drafting, editing, and report-writing skills.
- Willingness and ability to travel frequently.

Personal skills and assets for this role – Who are we looking for?

Our ideal candidate is a highly-motivated, self-starter, able to independently manage multiple projects, with varied teams. They can work flexibly to meet deadlines and respond to challenging availability.

Professional Skills & Competencies

- Solid knowledge and/or experience in Interreg external cooperation (Interreg IPA, Interreg NEXT) and enthusiasm for working in this field.
- Knowledge of other cooperation initiatives (e.g., EGTC, territorial instruments and similar).
- Ability to develop and improve workflows, procedures, and internal communication flows
- Strong interpersonal skills with the ability to work effectively with diverse and senior-level stakeholders, demonstrating tact, political sensitivity, and sound judgment.
- Experience in leading small-to-medium size teams.
- Team player with cultural awareness, impartiality, and objectivity.
- Excellent presentation, facilitation, and moderation abilities.
- Confident digital literacy (preferably MS Teams, Outlook, Word, PowerPoint).
- Knowledge of a Central or South-East European language can be considered an asset.
- Knowledge of the Interact Programme and its operational framework

Terms and conditions for employment/Contracting period

The EU-Förderagentur GmbH, on behalf of City of Vienna MA 27, will offer the successful candidate an employment contract under Austrian labour law with the following conditions:

- Our preferred starting date is from mid-November 2025. Date can be adapted depending on the selected candidate's availability.
- The initial contracting period will be one year, with a one-month probation period. After one year, the contract can be extended to a permanent position, based on the performance of the employee.
- The employment is foreseen on a 40-hours per week basis.
- The working place is Vienna (Austria). Home office is possible with limited extent.
- Working hours are flexible during normal office hours but depend on agreement with the supervisor.
- Annual gross salary for 40 hours/week offered: minimum 63.000 EUR. The minimum salary can be adapted according to qualification and experiences of the candidate.

Application procedure

Please apply online at https://www.eufa-wien.at/home/kontakt/karriere?sel_language=eng&yid=3297.

Applications sent by e-mail or forms other than the online system will not be accepted.

The application should include:

- The online application form;
- A motivation letter of no more than one page, describing
 - your suitability for the position focusing on requirements and skills, and what you would bring to Interact
 - your main job expectations
- A detailed curriculum vitae;

All documents should be submitted in English.

Application deadline: 28 September 2025 23:59 CET

Short-listed candidates will be invited to an in-person interview in Vienna held in late October 2025.

Candidates will be asked to undertake some short practical assignments to demonstrate the skills mentioned above as part of the interview process.

All applicants have to agree to the processing of their data in accordance with the data protection regulations when submitting the application via the online tool. Details see here: <https://eufa-rexx.wienholding.at/datenschutz.html> (also available in English <https://eufa-rexx.wienholding.at/privacy.html>)

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 Interact Monitoring Committee members, if requested, and the Interact Managing Authority, Programme Secretariat and Interact Offices.

For further information please contact:

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