

# Vacancy announcement for the Interact Programme

## Interact Office Viborg - Specialist in Interreg Programme and Project Management

We are offering an opportunity for a dynamic, result-oriented and proactive team player who values diversity in a multi-cultural environment, and is eager to challenge the status-quo. We believe we can offer interesting personal development opportunities, working within a strong team of highly-qualified experts, and dynamic on-the-job experience where no two days are the same.

### What is the job about?

As a member of the Interact team you will:

- analyse and interpret EU regulations;
- analyse and lead discussions on programme procedures and practices;
- provide support to programme management authorities and other relevant stakeholders on programme and project management issues;
- coordinate networks of experts who work in the Interreg community;
- develop and deliver events, including advisory services, trainings, workshops, meetings, etc. (from concept development to organisation, management, moderation, reporting and follow-up) in face-to-face and online environments;
- liaise with stakeholders within Interreg and the wider cooperation community, including European Institutions;
- support, and if necessary substitute, your Interact colleagues in delivering Interact's services;
- cooperate with and support your colleagues in the Interact Office Viborg Team in internal development projects and operational tasks;
- perform other tasks according to the needs of Interact and other Interreg programmes.

The main tasks of the Specialist in Interreg Programme Management in Interact Office Viborg will be to:

- facilitate processes in the Interreg community that lead to the harmonisation and simplification of Interreg management tools and practices;
- facilitate expert discussions on Interreg programme management topics;
- work on synergies and coordination between Interreg programmes in the North West area;
- develop and implement training programmes in the Interact Academy related to programme and project management tasks;

The position involves travel and work outside regular office hours, when necessary.

## Who are we looking for?

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

- Working experience of at least **5 years** in Interreg or another European Union fund programme; preferably in a Programme's Joint Secretariat or Managing Authority;
- Master or post-graduate degree (or equivalent) in relevant fields of study (EU- or International Studies, Public Management, Economy, etc.);
- High proficiency in written and spoken English.

Applicants who do not meet these requirements will not be considered for the position.

Knowledge and experience necessary for this position:

- Knowledge and understanding of Interreg programmes and their projects, including their management practices and challenges;
- Knowledge and understanding of EU Regional Policy and regulations;
- Specialist knowledge of the management lifecycle of Interreg programmes and projects;
- Data management skills;
- Strong experience in training and facilitating workshops (online and in-person), organising and leading networks of experts;
- Designing and delivering learning content that is particularly important and meaningful for diverse audiences' needs through a variety of digital tools and face-to-face experiences.

Personal skills/assets essential for this position:

- Drive and determination to deliver high-quality results within tight deadlines;
- Ability to plan, coordinate and implement activities;
- Ability to manage the big picture, in addition to having an eye for detail;
- Independent, yet team-oriented and service-minded approach;
- Strong analytical and critical thinking skills;
- Proactive personality, with a pragmatic attitude to daily work;
- Strong sense of initiative and personal responsibility.

## Who are we?

Staff of the Interact Programme facilitate the exchange of expertise, experience and good practices within Interreg Programmes; i.e., the European Territorial Cooperation (Interreg) Goal, as well as other cooperation initiatives. Interact is co-financed by the European Regional Development Fund (ERDF) and by national contributions from participating countries. Full details regarding the aims, objectives, coordination framework and operational strategy for the Programme can be found in the Interact IV Programme document, available for download at <https://www.interact.eu/>

Interact is a decentralised organisation with a horizontal team structure. Our Managing Authority and Interact Secretariat are based in Bratislava, while our four Interact offices are located in Turku (Finland), Valencia (Spain), Viborg (Denmark) and Vienna (Austria).

## Additional information

The position is full-time and based in Viborg, Denmark. The successful candidate will be employed by the Central Denmark Region in accordance with relevant Danish labour market agreements. Remote work is not possible.

The start date would be 01 May 2024 or earlier.

The length of the contract is subject to the funding and strategic decisions from the Interact IV Programme, but indicatively until the end of 2029 with a possibility of extension.

We can offer a competitive annual salary, including pension arrangements.

## Application procedure

Your application must be submitted **in English**, via the Emplify recruitment system which you will find [here](#). Please note that applications sent directly by email will not be considered.

You will have to attach 2 documents as part of your application; a CV and a motivation letter. There is no need to summarise your work experience in the letter. Instead, please focus on answering the following questions:

- Why would you like to join the Interact team?
- In which topics/areas from Interreg/EU funding is your expertise strongest?
- With which topics/areas from Interreg would you like to work in Interact?

Regarding work experience information in your CV, please indicate a contact person we can approach for references on your employment. Please contact us, should this be an issue. 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 **10 March 2024**. Applications received after this date will not be considered. Short-listed candidates will be invited for an online interview (using Zoom platform) in April 2024. Please be aware that pre-selected candidates may be requested to undergo psychometric tests and/or be expected to complete a practical task prior to the interview.

For further information, please contact Polona Frumen, Head of Interact Office Viborg: +45 29 62 75 25; [polona.frumen@interact.eu](mailto:polona.frumen@interact.eu)