



Vacancy: Programme and Project Coordinator for the North Sea Region Programme Joint Secretariat

The North Sea Region Programme Secretariat is looking for a Programme and Project Coordinator with experience in programme preparation, project development and administration. This is an exciting opportunity for senior professionals who want to further develop their experience in a European working environment specialised in transnational co-operation.

Tasks and responsibilities

The preparation of the next North Sea programme is in its start up phase and coordination of the preparation process will be a key task for the Coordinator. In addition, the Coordinator will be responsible for a number of tasks including arranging interwork events for project developers, stakeholder seminars, implementation seminars and the annual North Sea Conference. The Coordinator will also be responsible for overall project monitoring and on-going analysis of programme results as well as the performance indicators.

The work will be varied and includes also supporting promotion, support and training activities about the programme, writing texts for the Monitoring Committee, strategic initiatives and special reports e.g. for the European Commission and further develop the monitoring tools available.

All tasks will be delivered in close cooperation with the members of the teams of the secretariat. The Coordinator will be part of the management team and will be reporting to the Head of Secretariat.



Candidate Profile

The ideal candidate will have a relevant degree and working experience from administration of Interreg or other European funding programmes preferably with most of the tasks mentioned. The successful candidate will likely have several years of working experience in the field and possess excellent written and spoken English and knowledge/interest in European policy issues.

Essential qualifications

- Degree in relevant subject, i.e., spatial planning, geography, economics or related fields
- Experience in coordination of specialists working on complex tasks
- Experience with programme preparation
- Working experience in project development, coordination and administration
- Excellent spoken and written English including drafting skills in English

Desirable qualifications

- Experience in regional development and knowledge about Interreg
- Hands on experience from project and events management
- International working experience
- Team working experience
- Ability to communicate in one or more languages of the North Sea Region

Deadlines & logistics

The salary level will be related to qualifications. The job is located in Viborg, Denmark and will involve travelling to programme events in the countries participating in the Programme. The closing date for applications is 16 January 2020. Interviews will be held upon agreement in Viborg, Denmark in weeks 4 and 5 (20-30 January). The start date is as soon as possible and latest in March 2020.

For more information on the North Sea Region Programme, go to www.northsearegion.eu. For questions, please contact Christian Byrith: christian.byrith@northsearegion.eu or Lise Espersen: lise.espersen@northsearegion.eu

If you are interested in applying for this post, please send your CV and a supporting letter via e-mail to: info@northsearegion.eu.