

ADMINISTRATIVE ASSISTANT

RESPONSIBILITIES

- Ensuring secretary tasks for the Joint Secretariat's team of Sudoe Programme (writing and following up correspondence, mailshot, dissemination lists, internal and external communication, photocopies, and filing);
- Organising phone calls and agendas of Joint Secretariat's members, appointments and updating the planning of team's activities;
- Drafting, formatting and disseminating correspondence addressed to administrative bodies and beneficiaries of the Programme, ensuring its follow-up (dispatch and delivery);
- Drafting and shaping notes and minutes of the meetings, together with other documents related to the administration and follow-up of the Programme, depending on guidelines received;
- Classifying files of all the documentation relating to the Programme and projects;
- Ensuring logistics of meetings between the Programme's administrative bodies (calls, preparation of meeting rooms, material, etc.) and preparing documentation for those meetings;
- Drawing up and updating contacts databases of the Programme;
- Providing logistic, technical, and administrative support to the Joint Secretariat's team for the good development of its work;
- Collaborating in the preparation/administration of events organised within the framework of the Programme (seminars, exhibitions, etc.);
- Requesting and ensuring the good reception of office material supplies;
- Organising travels for team and ensuring administrative formalities regarding the staff (service commissions, holidays, etc.).

QUALIFICATIONS REQUIRED

Professional / Training experience

- Professional qualifications and/or experience within a secretariat or carrying out similar administrative tasks;
- Knowledge of programmes co-financed by the Structural Funds and/or in the field of European Territorial Cooperation;
- Perfect command of computer tools and treatment of databases: Outlook, Word, Excel, Access.

Profile

- Willingness to work as part of an international team; common sense and versatility; enterprising character; easy to get on with; good oral and written expression; flexibility and availability; commitment in order to comply with the objectives of the Programme; capacity to react and work under stress and pressure; full availability to travel (car, train, plane).
- A good level of two of the following languages: Spanish, French, or Portuguese. Knowledge of the third language and English will be an advantage.

SALARY AND CONDITIONS OF THE CONTRACT:

The contract will have administrative links with the Sociedad Gestora del Programa Interreg (Managing Authority of the Sudoe Programme) (as long as the Cooperation Programme lasts). The workplace will be in Santander (Cantabria, Spain). Salary conditions to be defined depending on the experience.

TO APPLY

CV (in one of the 4 languages: Spanish, French, Portuguese or English) exclusively by email to candidatura@interreg-sudoe.eu until the 20th April 2018 inclusive.

JOINT SECRETARIAT OF THE SUDOE PROGRAMME

The Joint Secretariat is under the responsibility of the Managing Authority and it's located in Santander (Spain). It provides assistance to the Managing Authority, the Monitoring Committee, the Steering Committee, National Authorities and Certifying Authority, and according to the terms agreed, the Audit Authority, in order to develop their main functions.

Main functions:

The general functions of the Joint Secretariat are listed in the paragraph 2 of the art. 23 of the Regulation (EU) No 1299/2013. They include the provision of information to the potential beneficiaries regarding the Programme's funding opportunities as well as the assistance for the projects implementation. Specifically, the Joint Secretariat:

- Ensures, at transnational level, the coordination, monitoring and promotion of the activities of the Programme;
- Provides technical support for the preparation of meetings and venues of the Programme (Monitoring Committees, Transnational Conferences, transnational working groups, etc.);
- Receives project proposals from the beneficiaries (through lead beneficiaries), checks their admissibility, carries out the related administrative assessment in cooperation with Member States, and pays specific attention to the admissibility and selection criteria's implementation. Lastly, the Joint Secretariat is in charge of drafting the assessment reports;
- Centralises information regarding both physical and financial projects and Programme's implementation, being also in charge of its dissemination among the Programme Authorities;
- Secures records of the approved operations regarding implementation and monitoring into a digital database;
- Checks payments requests submitted by lead beneficiaries. According to the distribution of roles; it jointly prepares with the National Authorities in control the payments requests to be sent out by the Managing Authority to the Certification Authority;
- Is responsible for the implementation of tasks related to information, advertising and communication of the Programme. In particular, it takes charge of both the Programme's communication and the information and dissemination of calls for projects, in accordance with guidelines agreed by the Monitoring Committee and instructions from the Managing Authority;
- Lastly, the Joint Secretariat is allowed to run all tasks which can be entrusted by the Monitoring or Selection Committees, as well as by the Managing Authority.

The Joint Secretariat: The team

The Joint Secretariat is a transnational team composed by 8 people:

- 1 Director,
- 4 Project Officers,
- 1 Financial Officer,
- 1 Communication and Capitalization Officer,
- 1 Administrative Assistant.