

## Job description

<i>Position</i>	<b>Project Officer (P2)</b>	
<i>Description</i>	Project Officers will be responsible for the co-ordination of the implementation of one specific Priority of the Programmes. It includes first of all, the preparation of the content of the call for proposals, assessment of project applications and for the monitoring of the progress reports describing the implementation of the approved projects. They are also the first contact to applicants and project partners for providing information on content related issues. They should have experience in both programme implementation procedures and specific content (innovation, environment, accessibility, governance) related issues.	
<i>Tasks</i>	<ul style="list-style-type: none"> <li>• To participate in the preparation of calls for proposals (in cooperation with the Monitoring Committee;</li> <li>• to provide support and advice to Danube project candidates during the application phase (partly in co-operation with the NCPs);</li> <li>• to participate in the project selection procedure, participating in the assessment of applications;</li> <li>• to act as advisor for the selected projects and lead partners;</li> <li>• to collect and review progress reports submitted by all projects, and to advise project partners if progress is not on schedule or activities change;</li> <li>• to prepare reports for the Monitoring Committee regarding priority and/or project implementation and specific content related issues ;</li> <li>• to participate and contribute to project seminars and conferences as appropriate;</li> <li>• to be actively involved in the implementation of other Programme support activities like partner-search events or forums;</li> <li>• to contribute to the Programme web site, leaflets, brochures and other publications.</li> <li>• to prepare and continuously evaluate and update the Applicants' Package;</li> <li>• regularly upload relevant data to the Programme's monitoring and information system.</li> <li>• co-ordinate and supervise the work of the external experts related to the specific thematic field</li> <li>• participates in European networks with regards to the concerned thematic fields</li> <li>• collect and update relevant information on strategies, policies, rules, guidelines, etc. of the concerned thematic fields</li> <li>• to prepare thematic reports on progress projects achieved.</li> </ul>	
<i>Profile</i>	<p><i>Employment criteria:</i></p> <ul style="list-style-type: none"> <li>• University degree (spatial planning, public administration, economics, law or other);</li> <li>• At least 4 years of experience in one of the intervention areas of the Danube priority axes:</li> </ul> <p><b>environment</b></p> <ul style="list-style-type: none"> <li>• at least 4 years of experience in Structural Fund management;</li> <li>• at least 2 year of experience in the management of ETC programmes or projects, preferably transnational co-operation;</li> <li>• fluent in English in speaking and writing;</li> <li>• very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;</li> </ul>	<p><i>Selection criteria:</i></p> <ul style="list-style-type: none"> <li>• level of experience and knowledge of transnational cooperation programmes;</li> <li>• level of experience and knowledge of the concerned thematic field;</li> <li>• experience in programme evaluation methodology, intervention logic and indicators;</li> <li>• experience in and ambition to work in an international environment with different administrative traditions;</li> <li>• able to propose solutions for specific content related transnational administrative procedures related to project management;</li> <li>• creative and problem-solving oriented, interested in new learning experiences.</li> <li>• Knowledge of other languages of the cooperation area is of advantage</li> <li>• communicative, open minded, and a good team worker.</li> </ul>