

IDENTIFICATION OF THE POSITION	
Title	ACTION GROUP SUPPORT OFFICER
Statutory framework	A
Direct supervisor	Manager
Management functions	No
JOB DESCRIPTION	
Context	The EUSALP partners have decided to create a technical support structure (TSS) to support the operational implementation of the strategy. The TSS will be led by the Provence-Alpes-Côte d'Azur Region, with the collaboration of the French State, the Auvergne-Rhône-Alpes Region and the Lombardy Region. The TSS will be based in Nice with a secondary office in Milan.
Général duties of the position	Reporting to the EUSALP TSS manager he or she will support the action groups 6, 7 and 8. He or she will help the action groups to elaborate projects implementing their work plan in line with the priorities of EUSALP, and financing them with relevant European, national or regional programs. He or she will also contribute to the qualitative analysis and capitalization of projects and actions conducted by the above-mentioned action groups. The Project Officer will, among other things, actively contribute to the development and knowledge of the strategy.
Activities	<ul style="list-style-type: none"> • Support the Action Groups leaders in the designing of projects (partnership, activities...), and in responding to call for proposals and the corresponding implementation of their actions and projects; • Collect documentation related to the projects; • Contribute to the production of documentation related to the capitalization of actions, communication and implementation; • Organize training for the action groups members and for the partners and stakeholders involved; • Participate in the drafting of annual and final reports on the implementation of the Strategy in conjunction with the rotating Presidencies; • Prepare with action group leaders contents for EUSALP's meetings and events; • Support cross-cutting activities and exchanges between the action 6, 7 and 8 and with the 6 other action groups; • Support the integration of results stemming from action groups in policies at European, national and regional level; • Contribute to the discussions and work for the evolution of EUSALP (organization of working groups, drafting of proposals, etc.), and in particular on the question of capitalization; • Propose and implement efficient procedures related to the implementation of actions, calls for projects, monitoring methods and analysis of the results of the EUSALP (content and methodology); • Develop and/or contribute to the emergence of synergies between projects, projects and programs, and with other programs.

REQUIRED PROFILE	
Training, diplomas permits	<ul style="list-style-type: none"> • Master degree in European affairs, economics, law, regional planning • At least 3 years of professional experience in the design/selection/monitoring/implementation of transnational projects, including European funds.
Knowledge	<ul style="list-style-type: none"> • Good knowledge the actions 6, 7 and 8 • Good knowledge of IT tools • Languages: fluent in French and English • Good knowledge of at least one other EUSALP language is an asset.
Know-how	<ul style="list-style-type: none"> • Ability to analyze and synthesize; • Ability to work in a team; • Interpersonal and writing skills.
Know-how to be	<ul style="list-style-type: none"> • Autonomy • Proactivity • Team spirit • Ability to work under pressure and tight deadlines • Ability to participate in international working groups • Versatility and flexibility
CHARACTERISTICS - PROCEDURES AND CONSTRAINTS	
Location of missions	Nice, France
Work organization methods	<ul style="list-style-type: none"> • Resources and equipment available: computer and telephone hardware. • Travel: frequent in France and/or abroad. • Risks related to the role and work situations: management of missions and related contingencies. • Teleworking partly possible
Functional relationships	Permanent relations with the Action Groups, the central and regional administrations of the States and Regions participating in EUSALP, the Managing Authorities of the European programs concerned by EUSALP, the representatives of the European Commission and other international bodies.
Job-specific ethics	<ul style="list-style-type: none"> • Any officer in the position agrees not to disclose outside the strictly professional context or use for personal purposes any confidential information arising from his or her responsibilities and activities. • Any officer in the position must follow the conflict of interest procedures established by the EUSALP TSS.
Contract and salary	3-years contract. Salary according to experience.
Information and application – before January 11, 2022	Interested applicants are kindly requested to send their applications to : ghuet@maregionsud.fr