

IDENTIFICATION OF THE POSITION	
Title	EUSALP Technical Support Structure (TSS) manager
Statutory framework	A
Direct supervisor	Director of Euro-Mediterranean cooperation directorate
Management functions	Yes
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.
General duties of the position	The person in charge shall coordinate the implementation of EUSALP according to the modalities defined by its political bodies: general assembly, executive board, annual presidencies. The person shall ensure optimal use of the resources dedicated to EUSALP (TSS, presidency, action groups, etc.) and shall coordinate the TSS team and TSS support projects. He / she will represent the TSS to the various interlocutors.
Activities	He / she performs the following assignments with the support of the TSS team: <ul style="list-style-type: none"> - Propose to the executive board the measures to strengthen the implementation of the EUSALP - Coordinate the development of the assessment and capitalization of the EUSALP - Set up and host partnership, thematic and territorial relations, internal to the EUSALP and with external partners - Ensure the operating conditions of the 9 Action Groups (funding, coordination of the Board of Action Group Leaders) - Participate and assist in the monitoring and programming bodies of Interreg programs in connection with the Alpine Massif (Alpine Space, cross-border programs) He / she will carry out the following missions as the person responsible for the TSS: <ul style="list-style-type: none"> - Organize the work of personnel assigned to the TSS by the various TSS project partners: distribution and monitoring of missions, arbitrations - Manage human resources to ensure the continuity of the TSS's missions: organize recruitments, carry out assessment interviews, ensure compliance with legal and administrative frameworks as well as good working conditions for each and everyone - Perform the functions of the TSS project manager: implementation of the TSS project according to the financing agreement (activities, deliverables, schedule, etc.) - Ensure compliance with European regulations and requirements

	<p>relating to the project financing contract for all OSH partners and agents</p> <ul style="list-style-type: none"> - Define, implement and ensure compliance with procedures to allow the proper functioning of the TSS - Coordinate, on behalf of the Department, the preparation and development of responses to the various inspection - Performs expenditure reporting and budget readings
REQUIRED PROFILE	
Training, diplomas	<p>A post graduate degree is compulsory, preferably in the field of international relations, economics law;</p> <p>Solid professional experience acquired during at least 5 years in a local authority and in the monitoring of cooperation programmes or projects</p>
Knowledge	<p>Excellent budget management and reporting skills</p> <p>Good knowledge of Alpine institutions and area of European cooperation</p> <p>Good knowledge of the mechanisms of European territorial cooperation programs and projects as well as regional programs (ERDF, ESF)</p> <p>Languages: Fluent in French and English. Knowledge of at least one other EUSALP language.</p> <p>Mastery of MS Office tools (Word, Excel, Power Point, Outlook ...)</p> <p>At least 5 years experience in a similar managing position</p>
Soft Skills	<p>Strong people skills and an ability to communicate with a variety of stakeholders</p> <p>Solution driven approach, strong problem-solving skills</p> <p>High ability to drive projects to completion and manage obstacles</p> <p>Ability to work under pressure</p> <p>Versatility and flexibility</p>
CHARACTERISTICS - PROCEDURES AND CONSTRAINTS	
Location of missions	Nice, France
Work organization	<p>Resources and means available: computer and telephone equipment.</p> <p>Travel: travel in France and abroad are expected</p> <ul style="list-style-type: none"> • Teleworking partly possible
Functional/operational relationships	<p>Permanent relations with service providers, central and territorial administrations of States and Regions participating in the EUSALP, Managing Authorities, representatives of the European Commission and other community organizations.</p> <p>Internally, permanent relations with the Regional Directorates and functional units of the Region.</p>
Job-specific code of 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	<p>Interested applicants are kindly requested to send their applications to :</p> <p>ghuet@maregionsud.fr</p>