



Baden-Württemberg



**Senior Officer  
for the Danube Strategy Point in Brussels**

**General Remarks**

The government of Baden-Württemberg has set up the Danube Strategy Point (DSP) in its Representation to the European Union in the European quarter in May 2015 in Brussels. We are looking for a full-time Senior Officer to strengthen the team.

The DSP is a new element in the governance of the EU Strategy for the Danube Region (EUSDR).

The overall objective for establishing the DSP is to improve the implementation process of the EUSDR and to help to improve its governance by enhancing and strengthening the cooperation and interaction and by creating synergies between the responsible stakeholders and organisations in the Danube Region.

With establishing the DSP, the Directorate-General for Regional and Urban Policy in the European Commission and the National Coordinators of the EUSDR are implementing a key point of the Report from the European Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions of 20 May 2014 concerning the governance of macro-regional strategies.

After a pilot-phase of two years, the DSP will be subject to an evaluation of its performance and efficiency.

The DSP will also administer funds originating from the EU institutions in the framework of Technical Assistance for the Priority Areas in the EUSDR for the years 2015-2016.

**Tasks and job profile**

Position	Senior Officer
Description	<p>The Senior Officer will assist the Head of the DSP and the Deputy Head of the DSP in the set up and implementation of the Danube Strategy Point together with the newly assembled multinational team of staff members. She/He will work under the supervision of and in cooperation with the Head of the DSP.</p> <p>It is intended that the Senior Officer will develop and implement the support for communication and monitoring and evaluation of the EU Danube Strategy. Here, the candidate will manage external and internal communication of the EUSDR and also develop and implement an evaluation process by introducing respective tools.</p> <p>For this, the Senior Officer will work closely with the Head of the DSP, the Administration Officer and also with the main actors of the EUSDR (European Commission – DG Regio, National Coordinators – NCs, Priority Area Coordinators – PACs) as well as the State Ministry of Baden-Württemberg concerning technical and legal issues.</p> <p>The definite tasks area will yet have to be finalized taking into account the overall tasks for the set-up and implementation of the DSP.</p>
Duties and Responsibilities	In view of the preliminary tasks of the Senior Officer his/her duties and responsibilities include



	<ul style="list-style-type: none"> <li>- Supporting of the set-up and implementation of the DSP and the work plan adopted by the NCs (support for implementation, communication, monitoring, evaluation and for evidence-based decision, support for linking the EUSDR to the Danube Transnational Programme) with the overall objective to improve the implementation process of the EUSDR as well as to foster strong projects and flagships in order to help building a prosperous region</li> <li>- Organizing the gathering and revision of information, reports and documents on the implementation of the EUSDR, developing, establishing and managing external and internal communication and publicity tools/materials, e.g. developing an internal communication tool for the Priority Areas</li> <li>- Developing and implementing an evaluation process and a monitoring concept (on-line reporting tool) for the EUSDR in cooperation with the key implementers of the strategy</li> <li>- Reporting to the Head of the DSP, following her/his guidelines and advice and implementing and applying in her/his day-to-day work the appropriate law (e.g. German, Belgian, EU) and following the local and internal policies and regulations of the State Ministry of Baden-Württemberg</li> <li>- Establishing and keeping good contact with all relevant EUSDR actors and participate in selected meetings</li> </ul>
<p>Eligibility criteria</p>	<ul style="list-style-type: none"> <li>- Master's university degree in a related field such as law, political science, economic sciences, territorial and regional management, public administration or other qualification entitling for senior civil service in accordance with the laws of the member states of the European Union</li> <li>- Experience in working in high-level political, policy and strategic fields (minimum of 2 years at the date of application)</li> <li>- Experience working in a multinational, multicultural and multilingual environment (minimum of 2 years at the date of application)</li> <li>- Fluency in English (C1 - speaking and writing) and proficiency in one language of the Danube Region (B2 – speaking and writing)</li> <li>- Applicant must be a citizen of an EU Member State or a State which participates in the EUSDR</li> <li>- Flawless criminal record certificate to be presented only prior to a possible employment</li> </ul>
<p>Selection criteria</p>	<ul style="list-style-type: none"> <li>- General knowledge of the EU Danube Strategy or other EU macro regional strategies</li> <li>- Experience in working in a macro-regional, cross-border or international context (several years) by supporting evaluation and monitoring procedures</li> <li>- Good overview on EU institutions and their functioning</li> <li>- Relevant country or regional working experience in the region of the EU Danube Strategy</li> <li>- Good oral and written expressions skills, good communication and management skills, shows above-average commitment</li> <li>- Proficiency in all basic computer application programs knowledge of the creative use of the internet and multimedia technology</li> <li>- Knowledge of further languages of the Danube Region and EU working languages</li> </ul> <p>The ideal candidate must be able to work in a team in an international context</p>



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	and have a pro-active attitude.
Salary, contract	The salary will be set according to qualifications and experience. For this position an equivalent salary of A 13/E 13 in the salary scale of Baden-Württemberg valid at the given time will be paid.

### Terms of employment

The position is generally based on a two year full-time contract under Belgian law. For a seconded civil servant, individual contracting arrangements regarding her/his personal prerequisites are possible.

### Salaries

The exact salary will depend on qualifications and experience of the selected persons. Additional family, living, expatriation and removal allowances can be granted if the respective allocation criteria are met. For reference, you may consult the pay schemes applicable to the officials of Baden-Württemberg ([pay scheme officials](#)) as well as to the employees ([pay scheme employees](#)).

### Location

The Danube Strategy Point will be located in the Representation of the State of Baden-Württemberg in Rue Belliard 60 – 62, 1040 Brussels, Belgium.

### Application and selection procedure

The deadline for applications is **18 June 2015**. Applications must arrive no later than 22h00 CET on 18 June 2015.

The application should consist of a one-page motivation letter and a CV in Europass format in English and should be submitted in pdf format in one single document (not more than 2 MB) by email to [dsp-applications@bruessel.bwl.de](mailto:dsp-applications@bruessel.bwl.de).

The submitted documents must specify that the applicant fulfills the eligibility criteria. These documents will constitute the basis for the selection. A recruitment committee will decide which candidates to invite for an interview which is planned for 8 July 2015.

Baden-Württemberg will reimburse travel expenses for the candidates participating in the job interview for up to 400,- € upon presentation of supporting documents (originals).

### Additional remarks

Applications from disabled persons will be preferred in case of equal qualification, experience and skills. We want to increase the number of women in decision making positions and thus particularly welcome applications from women.

Baden-Württemberg has signed the German Corporate Diversity Charter.