

<b>IDENTIFICATION OF THE POSITION</b>	
<b>Title</b>	ACTION GROUP SUPPORT OFFICER
<b>Statutory framework</b>	A
<b>Direct supervisor</b>	Manager
<b>Management functions and</b>	No
<b>JOB DESCRIPTION</b>	
<b>Général duties of the position</b>	<p>Reporting to the EUSALP TSS manager he or she will support the action groups 6, 7 and 8.</p> <p>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.</p> <p>He or she will also contribute to the qualitative analysis and capitalization of projects and actions conducted by the above-mentioned action groups.</p> <p>The Project Officer will, among other things, actively contribute to the development and knowledge of the strategy.</p>
<b>Activities</b>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Collect documentation related to the projects;</li> <li>• Contribute to the production of documentation related to the capitalization of actions, communication and implementation;</li> <li>• Organize training for the action groups members and for the partners and stakeholders involved;</li> <li>• Participate in the drafting of annual and final reports on the implementation of the Strategy in conjunction with the rotating Presidencies;</li> <li>• Prepare with action group leaders contents for EUSALP's meetings and events;</li> <li>• Support cross-cutting activities and exchanges between the action 6, 7 and 8 and with the 6 other action groups;</li> <li>• Support the integration of results stemming from action groups in policies at European, national and regional level;</li> <li>• 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;</li> <li>• 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);</li> <li>• Develop and/or contribute to the emergence of synergies between projects, projects and programs, and with other programs.</li> </ul>
<b>REQUIRED PROFILE</b>	

<b>Training, diplomas permits</b>	<ul style="list-style-type: none"> <li>• Master degree in European affairs, economics, law, regional planning</li> <li>• At least 3 years of professional experience in the design/selection/monitoring/implementation of transnational projects, including European funds.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge the actions 6, 7 and 8</li> <li>• Good knowledge of IT tools</li> <li>• Languages: fluent in French and English</li> <li>• Good knowledge of at least one other EUSALP language is an asset.</li> </ul>
<b>Know-how</b>	<ul style="list-style-type: none"> <li>• Ability to analyze and synthesize;</li> <li>• Ability to work in a team;</li> <li>• Interpersonal and writing skills.</li> </ul>
<b>Know-how to be</b>	<ul style="list-style-type: none"> <li>• Autonomy</li> <li>• Proactivity</li> <li>• Team spirit</li> <li>• Ability to work under pressure and tight deadlines</li> <li>• Ability to participate in international working groups</li> <li>• Versatility and flexibility</li> </ul>
<b>CHARACTERISTICS - PROCEDURES AND CONSTRAINTS</b>	
<b>Location of missions</b>	Nice, France
<b>Work organization methods</b>	<ul style="list-style-type: none"> <li>• Resources and equipment available: computer and telephone hardware.</li> <li>• Travel: frequent in France and/or abroad.</li> <li>• Risks related to the role and work situations: management of missions and related contingencies.</li> <li>• Teleworking partly possible</li> </ul>
<b>Functional relationships</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Job-specific ethics</b>	<ul style="list-style-type: none"> <li>• Any officer occupying the position commits not to divulge any confidential information resulting from his responsibilities and activities outside the strictly professional context. He/she undertakes that he/she shall not use the said information for personal purposes.</li> </ul>
<b>Information and application – before dec 31, 2021</b>	Interested applicants are kindly requested to send their applications to : ghuet@maregionsud.fr