

Identification of the position	
<b>Title</b>	GOVERNANCE OFFICER
<b>Statutory framework</b>	A
<b>Direct supervisor</b>	TSS Manager
<b>Management functions and</b>	No
Job description	
<b>Général duties of the position</b>	Under the responsibility of the EUSALP TSS manager, he or she will ensure the of EUSALP governing bodies, the production and transmission of the necessary documents to Strategy stakeholders. He or she will also provide support to activities related to rotating presidencies as well as the impact evaluation and monitoring of EUSALP activities. Moreover, he or she will support the administrative and operational management of the EUSALP TSS
<b>Activities</b>	<p><b>Activities related to organization and coordination:</b></p> <ul style="list-style-type: none"> <li>• Organise and prepare the meetings of the General Assembly, the Executive Board, the Board of action group leaders (BAGL), the duo/trio presidency.</li> <li>• Ensure the proper functioning of the governing bodies of the EUSALP, the transmission of documents and information necessary for to their optimal operation</li> </ul> <p>• Report and ensure the dissemination of preparatory documents and reports of EUSALP Governance Bodies meeting;</p> <p>• Manage the scheduling of EUSALP events;</p> <p>• Prepare informational contents for the communication materials of the EUSALP (newsletter, brochures, official webpage updates);</p> <p>• Produce governance documents on the Strategy (implementation reports, detailed reports, various documentations)</p> <p>• Animate potential working groups on governance issues</p> <p>• Facilitate the rotation of presidencies by providing training sessions on EUSALP tools and functioning</p> <p>• Ensure the physical and computerized archiving of EUSALP's documentation (reports and documents linked to governance meetings, outputs of action groups, youth-led activities);</p> <p><b>Activities related to the capitalization and evaluation:</b></p> <ul style="list-style-type: none"> <li>• Participate in EUSALP's data collection strategy in order to capitalize on productions, disseminate and promote good practices to the managing authorities;</li> <li>• Develop the online library of project and action results;</li> <li>• Collect data and develop the contact database</li> <li>• Create thematic files on governance;</li> <li>• Together with the Head of Communication and the Action Group officers, contribute to the analyze and synthesis of the productions of the</li> </ul>

	<p>Action Groups, to report on the activities on an annual basis</p> <ul style="list-style-type: none"> <li>• Contribute to the monitoring and evaluation of the impact of the EUSALP and the European programs on the territory of the Alpine Massif.</li> </ul> <p><b>Activities related to administrative management:</b></p> <ul style="list-style-type: none"> <li>• Provide support to the TSS manager in the administrative and financial management of projects that financially support the TSS.</li> </ul>
<b>Required profile</b>	
<b>Training, diplomas permits</b>	<ul style="list-style-type: none"> <li>• Post graduate degree, preferably in foreign languages or European affairs;</li> <li>• At least 2 years of professional experience in a similar position(s) preferably in the field of European cooperation;</li> <li>• Professional experience in institutional communication/documentation in an international context</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of computer tools (MS Office) and online communication (web, social networks)</li> <li>• Knowledge of international project management and European programs;</li> <li>• Languages: fluency 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>• Ability to take initiative;</li> <li>• Rigor and organization;</li> <li>• Interpersonal and writing skills.</li> </ul>
<b>Know-how to be</b>	<ul style="list-style-type: none"> <li>• Autonomy</li> <li>• Dynamic, open-minded and innovative</li> <li>• Ability to work under pressure</li> <li>• Versatility and flexibility</li> <li>• Diplomatic</li> </ul>
<b>CARACTERISTIQUES - MODALITES ET CONTRAINTES</b>	
<b>Location of missions</b>	Nice
<b>Work organization methods</b>	<ul style="list-style-type: none"> <li>• Resources and equipment available: computer and telephone hardware.</li> <li>• Travel: Work trips will possibly be planned in France and/or abroad</li> <li>• Risks related to the role and work situations: management of missions and related contingencies.</li> <li>• Teleworking : yes</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 representatives of the European Commission and other international bodies.</li> <li>• Internally, permanent relations with all the departments and services of the Region.</li> </ul>
<b>Job-specific ethics</b>	<ul style="list-style-type: none"> <li>• Each 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.</li> <li>• Any officer in the position must follow the conflict of interest procedures established by the EUSALP TSS.</li> </ul>

<b>Information and application – before dec 31, 2021</b>	Interested applicants are kindly requested to send their applications to : <a href="mailto:ghuet@mareregionsud.fr">ghuet@mareregionsud.fr</a>
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