

IDENTIFICATION OF THE POSITION	
<b>Title</b>	EUSALP Technical Support Structure (TSS) manager
<b>Statutory framework</b>	A
<b>Direct supervisor</b>	Director of Euro-Mediterranean cooperation directorate
<b>Management functions</b>	Yes
JOB DESCRIPTION	
<b>General duties of the position</b>	<p>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.</p> <p>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.</p> <p>He / she will represent the TSS to the various interlocutors.</p>
<b>Activities</b>	<p>He / she performs the following assignments with the support of the TSS team:</p> <ul style="list-style-type: none"> <li>- Propose to the executive board the measures to strengthen the implementation of the EUSALP</li> <li>- Coordinate the development of the assessment and capitalization of the EUSALP</li> <li>- Set up and host partnership, thematic and territorial relations, internal to the EUSALP and with external partners</li> <li>- Ensure the operating conditions of the 9 Action Groups (funding, coordination of the Board of Action Group Leaders)</li> <li>- Participate and assist in the monitoring and programming bodies of Interreg programs in connection with the Alpine Massif (Alpine Space, cross-border programs)</li> </ul> <p>He / she will carry out the following missions as the person responsible for the TSS:</p> <ul style="list-style-type: none"> <li>- Organize the work of personnel assigned to the TSS by the various TSS project partners: distribution and monitoring of missions, arbitrations</li> <li>- 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</li> <li>- Perform the functions of the TSS project manager: implementation of the TSS project according to the financing agreement (activities, deliverables, schedule, etc.)</li> <li>- Ensure compliance with European regulations and requirements relating to the project financing contract for all OSH partners and agents</li> <li>- Define, implement and ensure compliance with procedures to allow the proper functioning of the TSS</li> <li>- Coordinate, on behalf of the Department, the preparation and development of responses to the various inspection</li> <li>- Performs expenditure reporting and budget readings</li> </ul>

<b>REQUIRED PROFILE</b>	
<b>Training, diplomas</b>	A post graduate degree is compulsory, preferably in the field of international relations, economics law; Solid professional experience acquired during at least 5 years in a local authority and in the monitoring of cooperation programmes or projects
<b>Knowledge</b>	Excellent budget management and reporting skills Good knowledge of Alpine institutions and area of European cooperation Good knowledge of the mechanisms of European territorial cooperation programs and projects as well as regional programs (ERDF, ESF) Languages: Fluent in French and English. Knowledge of at least one other EUSALP language. Mastery of MS Office tools (Word, Excel, Power Point, Outlook ...) At least 5 years experience in a similar managing position
<b>Soft Skills</b>	Strong people skills and an ability to communicate with a variety of stakeholders Solution driven approach, strong problem-solving skills High ability to drive projects to completion and manage obstacles Ability to work under pressure Versatility and flexibility
<b>CHARACTERISTICS - PROCEDURES AND CONSTRAINTS</b>	
<b>Location of missions</b>	Nice, France
<b>Work organization</b>	Resources and means available: computer and telephone equipment. Travel: travel in France and abroad are expected • Teleworking partly possible
<b>Functional/ operational relationships</b>	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. Internally, permanent relations with the Regional Directorates and functional units of the Region.
<b>Job-specific code of ethics</b>	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. Any officer occupying the position must comply with the conflict of interest management procedures put in place by the Programme.
<b>Information and application – before dec 31, 2021</b>	Interested applicants are kindly requested to send their applications to : <a href="mailto:ghuet@maregionsud.fr">ghuet@maregionsud.fr</a>