

## Interreg Atlantic Area Programme 2014-2020

### Joint Secretariat - Administrative Officer Recruitment

**Vacancy:** Administrative Officer, Atlantic Area Programme Joint Secretariat

**Gross salary:** € 3000 /month x 14 months (net salary between € 1900 and € 1920/month depending on the fiscal status)

**Location of post:** Porto, Portugal

**Type of opportunity:** Duration of the Atlantic Area Programme (until March 2023)

#### **Background**

The **INTERREG Atlantic Area Programme** is part of European Territorial Cooperation 2014-2020, a policy framework that supports cooperation between regions in the European Union, co-financed by the European Regional Development Fund. The Programme should contribute to strengthen cooperation by means of actions conducive to integrated territorial development linked to the Union's cohesion policy priorities and the Union strategy for smart, sustainable and inclusive growth and to the achievement of economic, social and territorial cohesion.

The Programme serves the Atlantic regions from France, Ireland, Portugal, Spain and United Kingdom. For more details, please see also [www.atlanticarea.eu](http://www.atlanticarea.eu).

The Joint Secretariat (JS) team is responsible for the daily management of the Programme, assisting the Managing Authority (MA), Member States and other Programme bodies with the overall management of the Programme. It is also responsible for ensuring that it provides technical support to potential beneficiaries, help manage the project application and selection procedures, ensure that the Programme management and control operations are effectively managed to minimise potential risks and liabilities.

In order to achieve its goals the Programme is seeking to recruit an Administrative Officer who has an understanding of programme administration and a career record that clearly demonstrates these skills.

#### **Key responsibilities**

The administrative officer supports the Director and the JS in its functional organization, being responsible for planning, managing and implementing administrative procedures and ensuring the corresponding circuit of information. The specific functions include in particular:

- Functions related to administrative management procedures;
- Functions related to the organization of meetings, events and decision processes;
- Functions related to the management of information channels.

### **Job specific tasks**

- Articulation with the various services of the CCDR-N in processes relating to the MA, the JS and the Programme as a whole;
- Carrying out general office work for the JS and the MA: e-mail correspondence, daily in/out post mailings responding to general public requests, supervising the joint electronic calendar, keeping mailing and address lists updated;
- Taking responsibility for the office telephone during working hours, operating the answering machine, also supporting the director of the JS and the representative of the MA by acting as telephone contact;
- General organisation of correspondence and assistance to communication within Programme management bodies, beneficiaries and other entities in matters of general interest;
- Management of physical and digital files and documents (photocopying, electronic and hard copy file-keeping);
- Management of logistic and administrative resources, particularly in the field of office and equipment supply and maintenance;
- Administrative support for the organization of public tenders for the acquisition of goods and services;
- Planning and organization of travels and arrangement of travel reimbursements;
- Translation and editing of documents, in particular for document editing in English;
- Support to the preparation of annual and final reports and other relevant documents;
- Organisation of internal and external meetings, preparing minutes and managing their approval process;
- Support to the organisation of seminars, information sessions and other Programme events;
- Process management concerning written consultation procedures;
- Collaboration on the management of contents of the website and social networks;
- Collaboration in the edition, organization, publication and dissemination of documents;
- Any other activity as deemed relevant by the Director as required.

### **The candidate**

#### **Person requirement: essential criteria**

#### **Education, knowledge and competences**

- Proven fluency in English with a good command of Portuguese;
- Professional degree/trained in office administration/secretariat services and / or proven relevant work experience, preferably in an international environment;

- Must demonstrate excellent communication and networking skills, including experience of using digital channels to maximise understanding and impact;
- Have a sound computer literacy: Word, Excel, Power Point, Internet, IT systems and databases.

#### **Initiative and responsibility**

- A self-starter with an ability to proactively and responsibly perform duties, with a customer service focus and a problem solver;
- Ability to propose solutions for administrative procedures related to programme functioning, in an international context with different administrative culture and practices;
- Evidence of organisational skills with the ability to plan for both short and long term;
- Service minded, helpful, a balanced person with an open and friendly attitude.

#### **Delivering results**

- Take responsibility for organising and prioritising workload to deliver expected outcomes on time and to standard.

#### **Person requirement: desirable criteria**

- Working command of more than one AA official languages in addition to English and Portuguese (French, Spanish);
- Experience in international affairs and/or EU-funded projects, preferably in the field of territorial cooperation;
- Experience of working in an international team.

#### **Terms and conditions:**

**Type of contract:** Private employment contract non-fixed term.

**Gross Salary:** € 3000 /month x 14 months (net salary between € 1900 and € 1920/month depending on the fiscal status). The Programme facilitates access to a health insurance option.

**Probation:** There will be one month probation in accordance with the Portuguese law.

**Hours of work:** The post is full time. The working hours are in accordance with the Portuguese Labour Code (40 hours per week). The successful applicant will be expected to work outside of normal office hours if necessary without additional remuneration.

**Annual leave:** Annual leave entitlement for the position is 22 days.

**Flexibility approach:** This post requires frequent travel within the programme area and, therefore, a flexible approach is essential.

### **How to apply**

Applicants should submit the following documents:

- Curriculum Vitae in standardised Europass format in English:  
<http://europass.cedefop.europa.eu/>.
- Copies of certificates and other relevant documents proving academic or additional qualifications;
- Please provide the names of 2 referees including your current employer (no contact will be made with the referee without your approval).

These documents will constitute the basis for the first stage of applicant's selection. Applications that do not submit on time all the required elements will not be considered.

**Please submit the application by email to: [admofficer@atlanticarea.eu](mailto:admofficer@atlanticarea.eu)**

**Applications must arrive no later than [12 March 2018, 11:59 pm, Lisbon Time]**

We reserve the right to shortlist based on the information provided in the application. All candidates successful and selected at this first stage, at a maximum of 10, will be notified and requested to attend a second stage interview in Porto and a written test in English. All costs of travel & accommodation required to attend the interview will be met by the Programme.