



**Northern Periphery and
Arctic Programme**
2014–2020



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Vacancy Announcement

Position: Northern Periphery and Arctic Programme – Project Desk Officer

Contracting period: 1st January 2015 – 30th November 2015

Location: NPA Joint Secretariat, Copenhagen, Denmark

Background

A new staff resource is required from 1st January 2015 to take over some tasks in connection with maternity leave. The person will be contracted until the end of November 2015, when the permanent Project Desk Officer is expected to return.

The Northern Periphery and Arctic Programme 2014-2020 is a European Union transnational programme aimed at encouraging and supporting transnational co-operation between regions in Northern Europe. It provides the opportunity for organisations and companies (SMEs) from the programme area to work together on joint projects concerning common issues and challenges. The day-to-day management of the programme is carried out by a Joint Secretariat based in Copenhagen, Denmark.

The Northern Periphery and Arctic Programme 2014-2020 covers a vast area and involves regions within the European Union Member States of Scotland, Northern Ireland, Sweden, Finland and Ireland and the Non Member States of Norway, Iceland, Greenland and the Faroe Islands.

Currently, the Northern Periphery and Arctic Programme 2014-2020 has launched its first call. The Monitoring Committee will make projects decisions on the funding allocations at its meeting 10th February 2015 and the next call is expected to open on January 5th, 2015.

Job description

The Joint Secretariat for the Northern Periphery and Arctic Programme 2014-2020 is looking for a Project Desk Officer, whose main task will consist of being responsible for a portfolio of transnational projects funded by the Northern Periphery and Arctic Programme. They will perform general tasks associated with this role, such as project monitoring, project development and assessment of project applications. In addition, the Project Desk Officer will assist the Secretariat with other tasks for example in connection with meetings and seminars and in connection with building up new administrative routines.

Conditions

The salary level will be discussed with the applicants and the level of experience will be taken into account when setting the salary. The salary range for this position will be between 26 000 DKK – 35 000 DKK, depending on experience. No additional contribution by the employer will be given to a pension scheme.

The contracting period is 11 months, from the **1st of January 2015 to 30th November 2015**. **Note:** Due to the short contracting period, secondment for this position is a possibility. Details related to secondment are negotiable.

The position will be based at the Northern Periphery and Arctic Programme Joint Secretariat in Copenhagen, Denmark.

Person Specification

Essential:

- Administrative project management skills
- Excellent communication skills both in written and spoken English
- University degree in public administration, business or economics, political science or other relevant fields.

Desirable:

- Administrative experience of European projects or programmes /ERDF funding
- Experience of INTERREG projects/programmes
- Experience with information and communication tasks such as website management, drafting articles, event management.
- Knowledge and experience of or from the programme area
- Knowledge in another programme partner country language than English
- Project management skills

How to apply

If you would like to apply for this position, please send a copy of your CV and a Cover Letter outlining your reasons for applying to Mr. Ole Damsgaard at the NPA Joint Secretariat no later than **14th November 2014**. Interviews are scheduled for 20th-24th November 2014.

Electronic applications should be sent to: secretariat@northernperiphery.eu

Alternatively, they can be posted to:

Northern Periphery and Arctic Programme 2014-2020
Attn: Mr. Ole Damsgaard
Strandgade 91, 4.sal
1401 Copenhagen K
Denmark

Further information about the programme can be found at: www.northernperiphery.eu.

Please do not hesitate to contact the Joint Secretariat if you have any questions regarding this position.

Ole Damsgaard, Head of Secretariat

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Core Tasks Project Desk Officer

The Project Officer will be responsible for a portfolio of approx. 8 - 10 NPA and NPP funded main projects and in addition a number of preparatory projects for an 11-month period and the main tasks will be:

- Acting as contact point and liaising with Lead Partners in approved main projects
- Monitoring the implementation of main projects and carrying out assessments of progress reports
- Responsibility for assessing and drafting decision proposals for project applications and ensuring they are compliant with the necessary rules and regulations
- Responsibility for drafting decision proposals for requested necessary changes in selected main projects
- Assessing main project final reports and preparing project closure documents for the Managing Authority
- Updating and collecting material concerning main project implementation and ensuring that correct files are maintained at the Joint Secretariat
- Assisting with the organisation and running of seminars and events for applicants and ongoing projects.
- Entering project application and activity data into the Programme's monitoring system (database)

Depending on the candidates experience and skills sets, the above listed tasks may be adapted during the contracting phase. **Note:** additional tasks may be formulated for the Project Desk Officer's work that he/she will be obliged to carry out, as if they were a part of his or her contract.