

**INTERREG IVC / INTERREG EUROPE – Joint Technical Secretariat
Recruitment 2014 – General advert**

Call for job positions:
one Project Finance Officer
one Administration Assistant

in the INTERREG IVC / EUROPE Joint Technical Secretariat in Lille (France)

INTERREG IVC is a Europe-wide funding programme. The objective is to promote interregional cooperation projects in the fields of the knowledge economy and the environment to improve regional policies. INTERREG IVC is co-financed by the European Regional Development Fund. To implement the INTERREG IVC programme as well as its successor programme INTERREG EUROPE (2014-2020) a Programme Secretariat has been set up in Lille. For more details, please see also www.interreg4c.eu.

The JS is looking for:

one Project Finance Officer to assist applicants and Lead Partners on the development and implementation of their project and to contribute to a successful programme implementation.

one Administration Assistant to support the Joint Technical Secretariat. The Secretariat is composed of 28 people (Management, Projects, Finance, Administration, Communication, IT).

TERMS OF EMPLOYMENT

The positions are based on a contract under French law. Contract (long term contract) will be made between the individual and the GECOTTI, on behalf of the Région Nord – Pas de Calais, Managing Authority of the programme. **Both positions are in Lille (France).**

The **Project Finance** assignment will start as soon as possible, preferably **1 January 2015¹**.

The **Administration** assignment will start as soon as possible, preferably **1 January 2015²**.

REMUNERATION PACKAGE

The Secretariat offers a competitive salary along with comprehensive medical cover and pension plan.

APPLICATIONS

All applications, including a **Curriculum Vitae** in standardized Europass format (<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>), a **covering letter** and **registration form** should be submitted in English. (one pdf document including CV & cover letter, registration form is a separate document)

This documentation will form the basis of the initial stage of candidate assessment. If successful, candidates will be asked to come to Lille for an interview week 50 (between 8 December and 11 December).

The applications are to be sent by e-mail to info@interreg4c.eu please indicate in the subject line:

- **“INTERREG IVC recruitments; position of Project Finance Officer”**
- Or
- **“INTERREG IVC recruitments; position of Administration Assistant”**

Last date of application: 1st November 2014

Candidates are invited to provide an easy way to contact them (mobile phone or landline) before and after the interview.

**Interviews are foreseen between 8 December and 11 December in Lille (FR) –
the precise date will be given to the pre-selected candidates on 20/11/2014.**

¹ The positions are subject to the final approval of the INTERREG EUROPE Cooperation Programme.

² The positions are subject to the final approval of the INTERREG EUROPE Cooperation Programme.