

**EU Community Initiative INTERREG III B CADSES
Vacancy Announcement for the Position of the**

Project Financial Officer

at the Joint Technical Secretariat in Dresden

Reference: JTS – 01/07

The Joint Technical Secretariat (JTS) is responsible for the day-to-day programme management and supplies potential applicants with information, provides concrete advice during the application process and accompanies the applicants until the project is finished. The JTS gives support to the Monitoring Committee, the Steering Committee, the Managing Authority and the Paying Authority.

Responsibilities

The Project Financial Officer will be responsible for the financial monitoring of the CADSES projects. He/She will be in charge of providing advice and information on implementation, reporting and budgetary issues.

General tasks of the Project Financial Officer

- to act as contact person and advisor for financial aspects of the selected projects;
- to collect and review progress reports submitted by all projects at least every six months, and to advise project partners if financial progress is not on schedule or activities change;
- to prepare decisions of the Steering Committee regarding special requests from projects, e.g. on major budget re-allocations;
- to report on financial progress of the projects, in order to allow financial monitoring at programme level;
- to participate and contribute to project seminars and conferences as appropriate
- to be actively involved in the implementation of other Programme support activities like partnership search events or quality forums;
- to contribute to the Programme web site, leaflets, brochures and other publications.

Specific tasks Project Financial Officer

- provide support and advice to Lead Partners (LP) concerning contract implementation, eligibility of expenditure and financial reporting;
- to collect and review financial reports submitted by the project partners;
- to collect and review progress reports submitted by the project partners;
- advise LP if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- contribute to the definition of internal rules for the review of financial progress reports;
- maintenance of the programme database
- organise and contribute to lead partner seminars concerning legal and financial matters.

Profile and qualifications

- university degree in economics, business administration, law, or related relevant fields;

- 3-5 years of experience with the administration of Structural Funds and/or EU programme/or international project management;
- excellent good computer skills are required with respect to Excel and Access (MS Office);
- fluent in English, both spoken and written;
- an asset would be knowledge of national languages spoken in CADSES in particular languages of new EU Member State (Czech Republic, Hungary, Poland, Slovakia and Slovenia) or other countries participating in CADSES co-operation;
- work experience in a public and/or private financial organisation or institution;
- ambition to work in an international environment with different administrative traditions; able to propose solutions for transnational administrative procedures related to programme management, including legal settings, audit and control requirements;
- preferably experience with the administration of Structural Funds and/or EU programme/or international project management;
- excellent good computer skills are required with respect to Excel and Access (MS Office);
- creative and problem-solving oriented;
- a good team worker;.

Terms of employment

The position is based on a full-time contract under German law. The Contract will be made between the individual and the State Ministry of the Interior, Free State of Saxony, Dresden, Germany, acting on behalf of the Managing Authority. The contract will be in German language. The position is linked with the programming period of the INTERREG III B CADSES Programme. The programme implementation started in 2002 and will last until the end of 2008. It is envisaged to contract the financial officer for the remaining period until 31 December 2008 as soon as possible (e.g. 1 January 2007).

Salaries

The competitive salary will be related to qualifications, experience and the costs associated with living abroad.

Location

The Joint Technical Secretariat is located in Dresden, Germany.

Application and application procedure

Interested applicants should submit a CV and a typed cover letter in English. In addition all candidates should submit the following attachments: (a) a passport-size photograph; (b) copy of university degree certificates; (c) references; (d) samples of written work where appropriate. The application should be submitted by email and post/courier service directly to the addressee mentioned below. The email version of applications must arrive at the JTS not later than 30 November 2006. These documents will form the basis of the initial stage of candidate assessment. If successful at this stage, candidates will be asked to attend an interview.

For further information on the programme and tasks of the JTS please visit the web site of the programme <http://www.cadses.net> or contact directly the Director of the JTS (Tel.: 0049 351 4881029).

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