Co-financed by European Union – European Regional Development Fund

Vacancy at the Joint Secretariat for the position of

IT MANAGER

January 2016

1. General description of the Interreg CENTRAL EUROPE Programme

The Interreg CENTRAL EUROPE (Interreg CE) Programme is one of the 14 transnational programmes established in the framework of the EU Cohesion Policy for the programming period 2014-2020.

The Interreg CE Programme supports regional cooperation among nine central European countries: Austria, Croatia, the Czech Republic, Hungary, Poland, Slovakia and Slovenia, as well as parts of Germany and Italy. The overall objective of the programme is "to cooperate beyond borders to make central European cities and regions better places to live and work" by implementing smart solutions answering to regional challenges in the fields of innovation, low-carbon economy, environment, culture and transport. The total programme budget is of around 246 million Euros from the European Regional Development Fund (ERDF).

The Interreg CE Programme is managed by the City of Vienna, acting as programme Managing Authority (MA), with the support of the Joint Secretariat (JS) established in compliance with Article 23(2) of Regulation (EU) No 1299/2013.
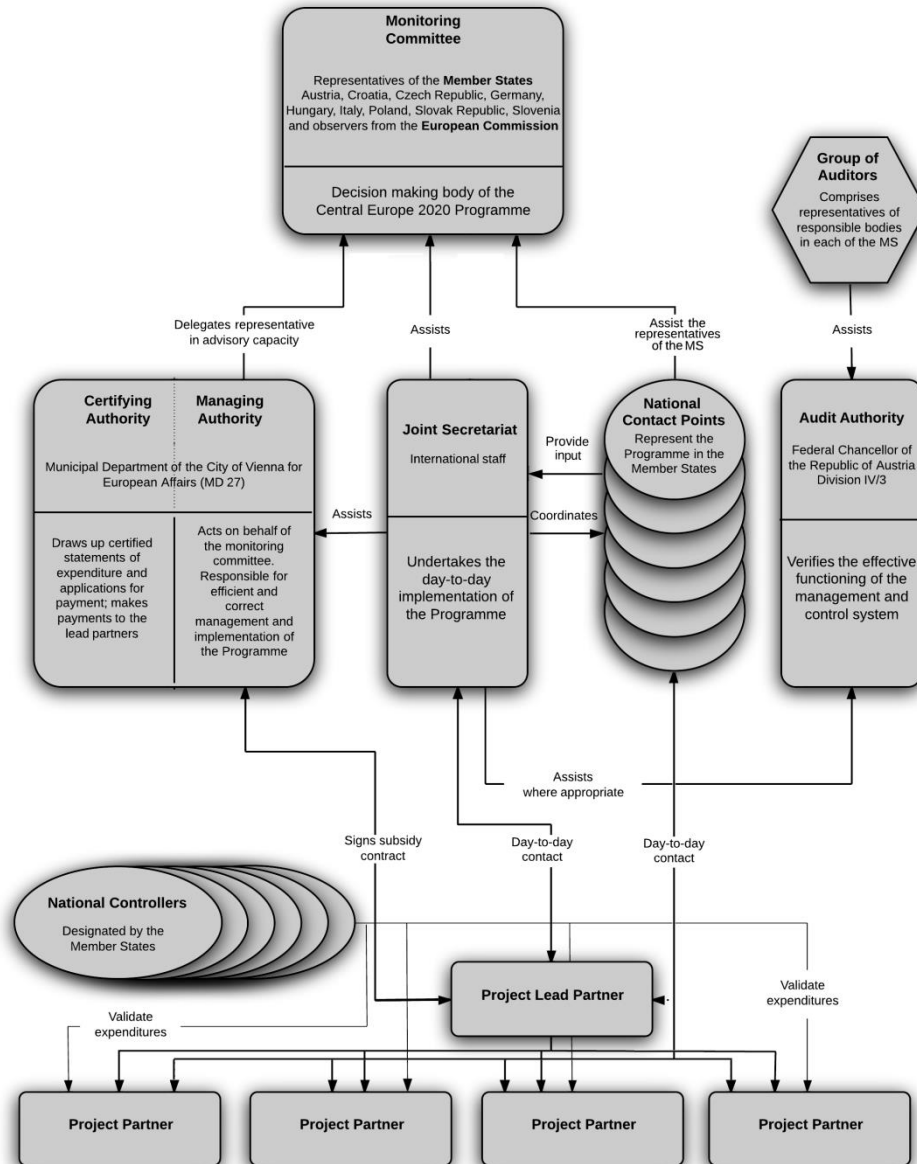
Further information and relevant documents concerning the Interreg CE Programme can be found on the programme website: www.interreg-central.eu.

2. Interreg CENTRAL EUROPE management structure

The management structure of the Interreg CE programme consists in the following:

- Monitoring Committee (MC). The MC steers the programme and ensures the quality and effectiveness of its implementation and approves projects for funding. It is composed of representatives of the Member States participating in the programme.

- Managing Authority (MA). The MA is responsible for the management and implementation of the programme in accordance with the principle of sound financial management and in line with EU regulations ruling the ERDF funds. The MA also carries out the functions of the Certifying Authority (CA), therefore it is also responsible for ERDF payments to projects.

- Audit Authority (AA). The main task of the AA is to ensure that audits are carried out on the management and control systems of appropriate sample of projects and on the annual accounts according to internationally accepted audit standards in order to verify the expenditures declared.

- Joint Secretariat (JS). The joint secretariat assists the MA and the MC in carrying out their respective functions and undertakes the day-to-day implementation of the programme. It also provides guidance to project applicants and partners.

- National Contact Points (NCPs). National contact points represent the programme on national, regional and local level. In cooperation with the JS, they provide information to potential applicants, advise and assist project partners, inform stakeholders on achievements of the programme and support the national and transnational programme management.

- National controllers. National controllers are responsible for verifying the legality and regularity of the expenditure declared by each lead partner and project partner participating in the project and located on its territory.
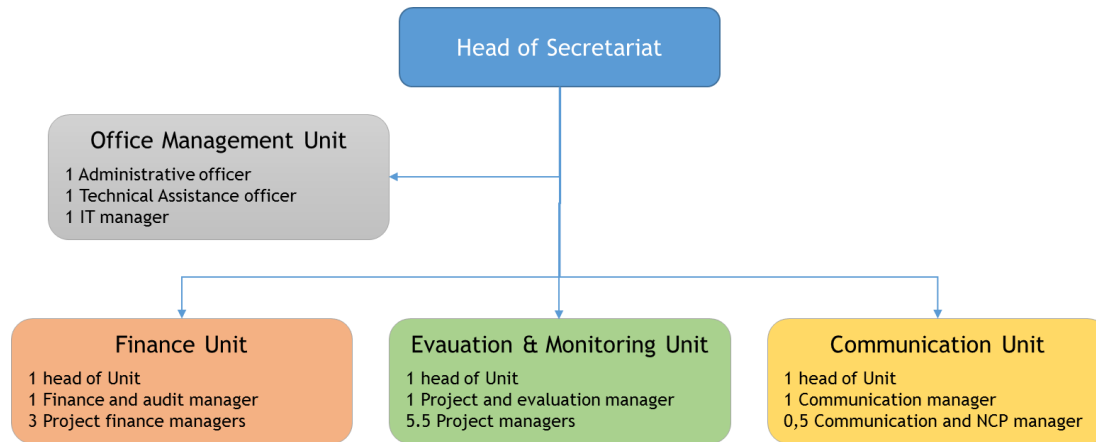
An overview of the programme management structure is presented in the following chart, while further information can be found in section 5 (and annexes) of the "Cooperation Programme" available for download at www.interreg-central.eu/central-documents/programme-documents.

Monitoring Committee

Representatives of the **Member States**
Austria, Croatia, Czech Republic, Germany, Hungary, Italy, Poland, Slovak Republic, Slovenia and observers from the **European Commission**

Decision making body of the Central Europe 2020 Programme

Group of Auditors

Comprises representatives of responsible bodies in each of the MS

Delegates representative in advisory capacity

Assists

Assist the representatives of the MS

Assists

Certifying Authority | Managing Authority

Municipal Department of the City of Vienna for European Affairs (MD 27)

Draws up certified statements of expenditure and applications for payment; makes payments to the lead partners

Acts on behalf of the monitoring committee. Responsible for efficient and correct management and implementation of the Programme

Joint Secretariat

International staff

Undertakes the day-to-day implementation of the Programme

National Contact Points

Represent the Programme in the Member States

Provide input

Assists

Coordinates

Audit Authority

Federal Chancellor of the Republic of Austria Division IV/3

Verifies the effective functioning of the management and control system

Assists where appropriate

Signs subsidy contract

Day-to-day contact

Day-to-day contact

National Controllers

Designated by the Member States

Validate expenditures

Validate expenditures

Project Lead Partner

Project Partner   **Project Partner**   **Project Partner**   **Project Partner**

3. The Interreg CENTRAL EUROPE Joint Secretariat

Pursuant to Article 23(2) of Regulation (EU) No 1299/2013 , the MA has set up the JS based in Vienna.

The staff of the JS is organised in functional units reflecting the programme management tasks, as presented in the following chart:

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                          Head of Secretariat

  Office Management Unit
  1 Administrative officer
  1 Technical Assistance officer
  1 IT manager

        Finance Unit              Evauation & Monitoring Unit       Communication Unit
  1 head of Unit                  1 head of Unit                  1 head of Unit
  1 Finance and audit manager     1 Project and evaluation manager  1 Communication manager
  3 Project finance managers      5.5 Project managers            0,5 Communication and NCP manager
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The JS assists the MA and the MC in carrying out their respective functions. The functions of the JS are listed below:

- Supports the MA in day-to-day management, in fulfilling its tasks for the implementation of the programme and assists the MC, including the preparation and minutes of meetings and the implementation and follow-up of monitoring committee decisions;

- Prepares and provides all necessary information and reports to the MA to allow the fulfilment of its responsibilities;

- Organises and implements calls for proposals, prepares application packages, standardised forms and contracts for the purpose of assisting/guiding potential applicants;

- Receives submitted applications, ensures that projects are assessed in accordance with the criteria applicable to the programme along defined eligibility and selection criteria and submits assessment to the MC for its decision;

- Assists/guides the lead applicants during project development;

- Receives progress reports submitted by the lead partners, monitors progress made by the projects and provides guidance and assistance to lead partners during project implementation;

- Prepares papers and analyses on strategic matters concerning the programme, with the purpose of supporting the MC in its functions;

- Administers and updates the monitoring system of the programme;

- Coordinates and implements technical assistance activities approved by the MC;

- Assists the MA in ensuring compliance with information and publicity requirements of Article 115 of Regulation (EU) No 1303/2013;

- Drafts and implements the programme communication strategy, in line with Article 116 and Annex XII of Regulation (EU) No 1303/2013 and as approved by the MC;

- Coordinates and cooperates with the network of ncps on the basis of annual work plans;

- Liaises with stakeholders of the programme on regional, national and European levels to facilitate reaching the objectives of the programme;

- Coordinates the exchange between the network of national controllers.

The working language at the JS is English.

4. The Interreg CENTRAL EUROPE electronic monitoring system

The Interreg CE electronic monitoring system (eMS) is an open source system developed by the INTERACT Programme (www.interact-eu.net) with the support of several cooperation programmes.[1] It is developed in several stages (milestones) which, together with its communication portal enabling secure communication with applicants and beneficiaries, will be used for the whole 2014- 2020 programming period and additional years until the programme closure.

The users of eMS are staff members of the programme management bodies mentioned under § 2 as well as project applicants and beneficiaries.

The underlying principles for the development of eMS were to set up a secure, user friendly and functional system providing tools for:

- Management of project data;

- Project and Programme monitoring;

- Financial management and payment requests;

- Administration of Project Changes;

- Data analysis;

- Data transfer/export/exchange;

- Data storage, including both structured and unstructured data (such as scanned documents)

The Interreg CE eMS fulfils the following minimum requirements:

a. Data integrity and confidentiality: This implies the secure exchange of structured and non-structured documents, traceability for the user, version control, log control, non-repudiation, etc.

b. User authentication: through login and password. The authentication system may need to be adapted and reinforced to make the use of certificate-based electronic signatures possible.

c. "Once encoding" principle: when the information is first submitted by applicants and beneficiaries, it is stored and re-used among all other programme bodies involved without re-entering the same information.

d. Interoperability: eMS is conceived in a way to support interoperability with IT systems of other programme authorities, the programme website, other programme tools and databases and the European Commission.

The MA has contracted a service provider for the customisation of eMS developed by INTERACT according to needs of the Interreg CE programme, as well as for the maintenance of the application.

5. Main duties and responsibilities (job profile)

The selected candidate shall perform the following tasks:

Setting up and managing eMS

- To coordinate the development of the eMS in cooperation with JS heads of unit and the Head of Office;

- To administers the eMS;

- To liaise with service providers and other stakeholders involved in eMS development and management (other cooperation programmes, INTERACT);

- To design and implement the eMS change policy and the related procedures (in cooperation with the service provider);

- To draft and to update the eMS internal user manual;

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[1] An access to the demo version can be requested under the following link: http://ems.interact-eu.net/demo.

- To drafts and to update guidelines for project applicants and beneficiaries using eMS;

- To collect information and inputs from all users working with the eMS (programme bodies, applicants, beneficiaries) and to provide continuous support;

- To run the JS help desk for eMS;

- To manage tools for the generation of statistics on project and programme data;

- To integrate the eMS database with Web Services of other external platforms (e.g. INTERACT KEEP, EC SFC) ;

- To manage all aspects concerning the security, reliability and efficiency of the collection, storage and circulation of computerised data within the JS, with the other programme bodies (MA; AA, NCPs) and with other relevant bodies (European Commission, etc.);

- To support the organisation of- and to participate in- meetings and events for the information and training of eMS users;

- To participate in events/networks/trainings related to monitoring systems, organised by the European Commission and other relevant bodies.

General IT services management

- To develop and maintain applications supporting the JS (e.g. contact management application);

- To support the JS in IT-related issues (e.g. development and usage of office software, development of templates);

- To provide technical support to the JS communication unit in the management of the programme website;

- To liaise with the web service provider;

- To supports and train JS employees with regard to IT system usage (Outlook, shared drive, website management, etc.).

Support to JS coordination and management

- To support the preparation, amendment and update of relevant programme documents (programme manuals, JS internal manual, etc.)

- To participate in monthly JS coordination meetings;

- To organise her/his own back-up in case of absence.

6. Selection criteria

The IT Manager will be appointed on the basis of personal merit and her/his knowledge and skills. Candidates will be considered for the selection phase on the basis of the following criteria:

- Holds a secondary or university degree on relevant matters (e.g.: informatics, engineering, mathematics, etc.) or holds professional equivalent experience;

- Has at least 3 years' working experience in the development and/or management of IT systems/databases. Previous experience in the management of programme monitoring systems of Structural Funds programmes would be considered as an advantage;

- Has programming background and experience in PHP, java scripting and Java based web development technologies;

- Has experience in SQL and data persistence;

- Is an advanced user of Linux systems, Microsoft systems (Windows, Windows server, Exchange, etc.) and networking;

- Experience with public procurement of IT services would be considered an asset;

- Has a fluent command of English (written and spoken);
- Holds personal characteristics such as flexibility, co-operative working approach, strong analytical and conceptual approach, team player, ambition to work in an international environment and ability to work independently;
- Is willing to work on a flexible time schedule.

7. Terms and Conditions for Employment

- The working place is Vienna (Austria);
- The employment will be under Austrian law;
- Working at the JS should possibly start in May 2016 and will last two years (including a one month probation period). The contract can be further prolonged according to performance of the employee. The employment is foreseen on a 35 hours per week basis plus overtime hours depending on needs;
- Overtime hours carried out in addition to the standard working time can be either paid out or converted into compensatory time off - with limitations;
- The annual salary will depend on professional background, experiences and responsibilities, starting from at least EUR 42.500,- gross per year. Net salary will strongly depend on individual taxation. As a rough estimation, the above mentioned minimum gross salary corresponds to an average net monthly salary of EUR 2.083,- paid 14 times per year;
- The working language is English;

8. Other information

Shortlisting of candidates and interview

Short-listed candidates will be called for an interview in Vienna. The interview will last approximately one hour and will be followed by a practical test. Inclusion in the short-list does not guarantee any appointment.

Confidentiality

Candidates are reminded that the selection is confidential. All enquiries or requests for information or documentation in relation to the selection should be addressed to the address referred below. Candidates are asked to report any potential change of contact information in writing without delay.

Equal Opportunities

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

9. Submission of application

Interested individuals are invited to apply online at the following link:

https://www.eufa-wien.at/jobs

Applications sent by e-mail or other forms different than the online system will not be accepted.

The application shall include:

- A motivation letter in English of no more than one page;

- A detailed curriculum vitae (using the European CV format available on: https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions);
- The online filled-in application form.

Supporting documents might be requested on demand.

To upload the CV and motivation letter (PDF preferred) follow the instructions in the online application tool.

EU-Förderagentur GmbH seeks to attain gender balance and encourages female applicants to apply for this position.

Applicant data will be managed according to the Law on Data Protection 2000, Austrian Federal Law Gazette No. 165/1999.

Please note that the information submitted by the candidates and the selection process documentation might be shared with other departments of EU-Förderagentur GmbH, the programme MC, the MA and the JS.

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The deadline for submitting applications is 1st March 2016

Interviews will take place in Vienna indicatively as from 8th March 2016.

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For questions related to the present vacancy please contact the JS at: Info@interreg-central.eu