



RÉGION PROVENCE-ALPES-CÔTE D'AZUR

JOB DESCRIPTION

Head of the Technical Secretariat of the Alpine Macroregion – Nice (m/f)

No.: 160216718

General Management: GENERAL DIRECTORATE FOR EUROPE,
MEDITERRANEAN AND INTERNATIONAL COOPERATION

Delegated management:

Direction: DIRECTORATE OF EURO-MEDITERRANEAN AND INTERNATIONAL
COOPERATION

Service: TECHNICAL SECRETARIAT OF THE ALPINE MACROREGION

POSITION TO BE FILLED

Missions

The Head of the Secretariat provides support for the implementation of the macro-regional strategy for the Alpine area in close collaboration with the rotating Presidencies and the EUSALP governance bodies.

Specific missions or activities

He or she carries out the following missions:

- Support the EUSALP governance bodies: Executive Council and General Assembly (GA):
 - Provide technical support to the rotating Presidencies and the governance bodies in all their activities;
 - Guarantee the proper functioning of the EUSALP governance bodies on the basis of the modalities defined by the partnership;
 - Ensure close contact with the management authorities of the structural funds of the cooperation area;
 - Provide support for the monitoring and evaluation of the implementation of the strategy;
 - Contribute to the revision of the EUSALP action plan;

- Ensure internal and external communication of the EUSALP strategy.
- Support the activities of EUSALP action groups:
 - Support the action groups in the implementation of their activities and work plans;
 - Ensure the transversal coordination of the action groups together with their co-pilots;
 - Promote the capitalisation, valorization and transfer of results;
 - Promote financial dialogue between the European programme management authorities and the action groups;
 - Dissemination and communication on the activities of the action groups.
- Involve Alpine youth and stakeholders:
 - Improve the visibility of EUSALP by promoting the participation of young people and stakeholders in the implementation of the strategy;
 - Facilitate the engagement of young people through support for the activities of the EUSALP Youth Council;
 - Support the organization of the “Pitch your project » dedicated to innovative projects led by young people.

To implement these activities, the head of the technical secretariat will rely on a team of 6 people and will ensure the management of the "Support EUSALP" project financed within the framework of the Interreg Alpine Space program along with all the consortium partners.

The agent may be required to carry out any activity necessary for the service or for the continuity of the latter. Some of the skills mentioned above may be acquired after taking up the position and, where appropriate, through training. The agent must carry out his or her activity in compliance with the rules of ethics of the public service, exercise his or her functions with dignity, impartiality, integrity and probity, demonstrate neutrality and respect the principle of secularism as well as the rules of accumulation of activities.

The position is based in NICE.

REQUIRED SKILLS AND QUALITIES

Additional theoretical knowledge

- Knowledge of the mountain issues of the cooperation zone;
- Knowledge of the priority themes of EUSALP;
- Knowledge of the territorial organization of EUSALP member countries and regions;
- Good knowledge of INTERREG cooperation programs;
- Mastery of European project management (activity management, partnership coordination, administrative and financial management, etc.)
- Experience in team management

- Fluent in English and French
- Knowledge of at least one other EUSALP language is a plus.

Know-how

Demonstrate interpersonal and writing skills
 Demonstrate ease in international meetings
 Master classic IT tools (Word, Excel, Power Point, Outlook, etc.)

Soft skills

- Sense of diplomacy
- Very good interpersonal skills
- Autonomy in work
- Ability to take initiative
- Team spirit
- Rigor
- Strong adaptability
- Resistance to stress
- Versatility and flexibility
- Results-oriented

QUALIFICATIONS AND DIPLOMAS

University diploma is required, preferably in European and international relations. Solid professional experience in European and international affairs (at least 5 years) and in a national and/or territorial public administration.

CHARACTERISTICS, TERMS AND REQUIREMENTS OF THE POSITION

Permanent relations with the national and territorial administrations of the EUSALP member States and Regions, the Management Authorities of the cooperation zone programmes, the European Commission and the stakeholders involved. Permanent relations with the resource departments of the Region and their service providers. Any agent occupying the position undertakes to not disclose outside of the strictly professional context or use for personal purposes any confidential information arising from their responsibilities and activities. The agent must comply with the conflict-of-interest management procedures put in place by the Programme.