

JOB OFFER	
Job title	Project evaluation and monitoring officer
Directorate	Directorate of the Managing Authority (Direction de l'Autorité de Gestion -DAG)
Department	Joint Secretariat (Secrétariat Conjoint - SC)
Unit	Project Unit (Unité Projets - UP)
Objective of the Department or of the Unit	Assistance for projects / Assessment / Qualitative and quantitative monitoring / Thematic information and activities / Coordination and capitalisation of projects
Immediate superior	Responsible of the Unit
Management functions	No
JOB DESCRIPTION	
Global description of the missions	Under the responsibility of the Interreg MED Joint Secretariat (JS) Coordinator and of the Project Unit responsible, he or she will provide project applicants with information regarding the Interreg MED Programme activities and will advise them. He or she will assess the project proposals and will help the Programme authorities with the selection of the proposals. Furthermore, he or she will ensure an implementation and a good monitoring of the projects selected (under the responsibility of the Programme authorities). He or she will equally contribute to a qualitative analysis and capitalisation of the Programme projects and will ensure a thematic follow-up of an objective/axis of the Programme ("Innovation" theme). Project evaluation and monitoring officer will coordinate the projects and working groups and will contribute to the specific activities carried out in the framework of the Programme's governance.
Activities	<ul style="list-style-type: none"> To receive and register the project proposals and check their eligibility; To contribute to the evaluation of project proposals ; To summarise the evaluation results and prepare the meetings of the Monitoring Committee; To support the MA in drawing up contracts with the Lead Partners of the approved projects; To support the Lead Partners and the other relevant partners in order to ensure a good monitoring of the projects; To receive and archive projects' documents; To contribute to developing supporting and guidance documents for the projects' monitoring and their implementation; To check the projects' progress reports; To organise training sessions for the Lead Partners and other relevant partners; To contribute to drawing up annual and final implementation reports of the Programme ; To prepare transnational meetings of the Programme; To guarantee the projects' data recording in projects' information

	<p>management system;</p> <p>Frequent trips aboard should be foreseen (participation in the Monitoring Committees, in the projects' internal meetings, etc...);</p> <p>To be responsible for all issues related to the "Innovation" (Priority Axis 1) thematic and be the "Innovation" referent for the Programme authorities and bodies (Managing, Certifying and Audit authorities, Monitoring Committee, National Authorities and NCPs, project partners, within the JS Interreg MED, European Commission,...) and for other programmes and European networks;</p> <p>To promote Interreg MED Programme capitalisation general process.</p>
COMPETENCIES REQUIRED	
Education, diploma and certificates	<p>Higher university degree (BAC+4 / Master degree) (preferably in International Relations, European Affairs, legal affairs or similar).</p> <p>At least 5 years professional experience in the field of selection/monitoring/implementation of European projects, in particular including EU funds.</p>
Knowledge	<p>Good knowledge of Community rules and regulations concerning the Structural Funds and of the existing legislation in the Interreg MED Programme Member States (ERDF and IPA);</p> <p>Good knowledge of the Interreg MED Programme Priority Axis 1 thematics;</p> <p>Good knowledge of IT systems;</p> <p>Languages: excellent knowledge of French and/or English and good knowledge of one of both. Good knowledge of at least another language of the Programme (but French and English).</p>
Skills	<p>Analytical and synthetical skills;</p> <p>Team work capacities;</p> <p>Facility in written and oral expression.</p>
Interpersonal skills	<p>Autonomy</p> <p>Capacity to take initiatives</p> <p>Team spirit</p> <p>Stress resistance;</p> <p>Good interpersonal skills for the participation in international working groups;</p> <p>Versatility and flexibility.</p>
CHARACTERISTICS - MODALITIES AND CONSTRAINTS	
Place of work	PACA Regional Council - Marseilles
Modalities of work organisation	<p>Resources and means available: IT equipment and phone.</p> <p>Travels: frequent travels in France and/or aboard.</p> <p>Risks linked to the job position and the professional environment: management of the missions and of the risks related to the latter.</p>