



Version 6 September 2015

GIE LERAS - JOB VACANCY

Administrator (50 % part time) Administration, finance and communication related to the ESPON Managing Authority

The GIE LERAS based in Luxembourg is recruiting new permanent staff members to build a small international team to support the secretarial function of the Ministry of Sustainable Development and Infrastructure in Luxembourg as ESPON Managing Authority of the ESPON 2020 Cooperation Programme.

The new staff shall take up the positions from 1 January 2016.

What is the GIE LERAS and what is the relation with ESPON?

The GIE LERAS is an organisation which was created to support the implementation of projects and functions acquired by its two members the Luxembourg State and the Luxembourg University. The Ministry of Sustainable Development and Infrastructure as member mandated the secretarial functions to the Managing Authority to the GIE LERAS. The secretarial function of the Certifying Authority is also mandated to the GIE LERAS. The whole team dedicated to support ESPON is envisaged to comprise 4-5 staff.

What is the ESPON 2020 Cooperation programme?

The ESPON 2020 Cooperation Programme is related to EU Cohesion Policy and shall play the specific role supporting policy development, institutional capacity, effective policymaking and efficient public administration with European territorial evidence.

The ESPON 2020 Cooperation Programme has a budget of almost 50 Million Euro for the period 2014-2020 which is part financed by the European Structural and Investment Funds ESIF and by the 28 EU Member States and 4 Partner States (Iceland, Liechtenstein, Norway and Switzerland). The main part of the programme is allocated to a Single Beneficiary implementing a Single Operation of the programme.

What are the tasks related to the “administration, finance and communication”?

The ESPON Managing Authority has the task to implement the ESPON 2020 programme in formal terms under the lead and monitoring of the ESPON Monitoring Committee representing all participating countries applying the regulations and rules relevant for the implementation of ESIF. The tasks comprise (not exclusive list) the support in:

- Office organisation;
- The work of a programme secretariat (organisation of meetings, organisation of staff travel etc.);
- Event organisation and assistance to events, technical support;
- Pre-checking of travel expenditure preparation of the reimbursement of travel costs;
- Management of the Programme website and publication of the relevant information in strong coordination with MA;
- Organisation of management of travel issues of the meetings of sub groups of the Programme;
- Technical issues regarding the yearly evaluation plan.

What are the required qualifications and experiences?

- Background in administration, finance and or communication (Professional training of 3 years or University studies – Bachelor);
- At least 3-5 years of work experience in the indicated fields of work;
- Ability to work with a high level of responsibility embedded in a team, good team player;
- Communication skills in English at high level and a reasonable level of French are necessary conditions.

How to apply for the posts?

The application shall include a brief letter expressing the motivation and expectations as well the qualifications and experience in relation to the post. A Curriculum Vitae shall be annexed indicating the professional experience and educational back ground of relevance for the post as well as the personal and language skills.

The selected candidates will be asked to present certified copies of acquired degrees as part of the contracting.

Applications shall be sent by e-mail to recruitment-LERAS@mat.etat.lu indicating **Administration, finance and communication** in the **subject line of the email**.

Deadline for submitting an application is **29 September 2015 at 16.00**.

Selection procedure

The GIE LERAS will establish a Selection Board, which will invite the best qualified candidates for an interview. Interviews are planned to take place in October 2015.

All interviews will take place in Luxembourg. The interviews will include a test as well as an oral interview;

Conditions

A contract with undetermined duration with the GIE LERAS will be awarded related to the implementation of the ESPON 2020 Cooperation Programme. A competitive salary will be paid with regard to the qualification and experience.

The work place will be in Luxembourg.

Information

Further information about the vacant post can be acquired by sending an email to recruitment-LERAS@mat.etat.lu or by calling Mr. Thiemo W. Eser, Administrator of the GIE LERAS on 00352-247-86934.

More information on the ESPON 2020 Cooperation Programme can be accessed on www.espon.eu and <http://www.dat.public.lu/index.html>.

GIE LERAS

c/o Ministère du Développement durable et des Infrastructures

Département de l'aménagement du territoire

4, Place de l'Europe

L-1499 Luxembourg