



Version 6 September 2015

GIE LERAS - JOB VACANCY

Senior Expert in Management support and coordination 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 staffs 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 of LERAS mandated the secretarial functions of 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 “management support and coordination”?

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:

- Building up and coordinating all elements relevant for the Monitoring and Control system of the Programme related parts of the Managing Authority and follow up of relevant elements such as risk analysis and anti fraud measures;
- Follow up the development of Operation Specification and the evaluation of the Operation proposals as well as management of the application process;
- Secretarial function to the Monitoring Committee and the other actors and bodies defined by the ESPON programme;
- Content monitoring of the single operation including on the spot verifications (in coordination with financial experts);
- Cooperation with organisations, institutions and networks relevant for the objectives of the programme;
- Preparation of annual recurrent reporting documents and management declarations;
- Implementation of the Technical Assistance budget;
- Implementation of the evaluation plan and follow up;
- Support to the Audit Authority for the preparation and follow-up of audits of the Technical Assistance and the Single Operation

What are the required qualifications and experiences?

- University degree at master level in law, economics, political science or business administration;
- Profound experience with Structural Funds Programme management and finance and in particular European Cooperation programmes (minimum 10-15 years);
- Understanding of the content related part of the ESPON Programme;
- Experience on budgetary management, control and audit related issues of Structural Funds;
- good analytical skills and administrative understanding;
- Experience in a coordination function of minimum 5 years and good team player, ability to work at a high level of responsibility;
- Communication skills in English at high level, French is of advantage.

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 “**ESPON MA Management support and coordination**” 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