



**Northern
Periphery
Programme**

2007–2013

Innovatively investing
in Europe's Northern
Periphery for a sustainable
and prosperous future



Vacancy Announcement

Position: Northern Periphery Programme – Head of Programme Secretariat

Location: NPP Secretariat, Copenhagen, Denmark

Background

The Northern Periphery Programme is looking for an educated and experienced person for taking over the Head of Programme Secretariat position.

The Northern Periphery Programme is a European Union transnational programme aimed at encouraging and supporting transnational co-operation between regions in Northern Europe. It provides the opportunity for organisations and companies from the programme area to work together on joint projects concerning common issues and challenges. The day-to-day management of the programme is carried out by a Programme Secretariat based in Copenhagen, Denmark.

The Northern Periphery Programme 2007-2013 covers a vast programme area and involves regions within the European Union Member States of Scotland and Northern Ireland (as part of the United Kingdom), Sweden, Finland and Ireland and the Non Member States of Norway, Iceland, Greenland and the Faroe Islands.

At this stage, the Northern Periphery Programme 2007-2013 has allocated nearly all of its funding and no further calls for main project applications will be held. Preparations for the next programme period have started, and it has been decided to use the remaining funding in the 2007-2013 programme for preparatory projects targeting main projects in the programme period 2014-2020.

Job description

The Northern Periphery Programme is looking for an educated person with well-documented leadership experience for an inspiring and responsible position with the possibility to promote regional development in the Northern Periphery Programme area.

As Head of Programme Secretariat, your main task will be the responsibility for the daily management of the Northern Periphery Programme Secretariat and its staff, as well as for the quality of the Secretariat operations. You will be leading and supervising the Secretariat staff of three people, and be a liaison point with the Programme Monitoring Committee, the Programme Management Group and the Managing Authority. You will also be responsible for other tasks, such as:



- Co-ordinating the work with the Regional Contact Points in the programme area
- The planning of main and preparatory project application processes
- Organising preparations before Programme Monitoring Committee meetings and Programme Management Group meetings
- Monitoring, analysing and claiming the Programme Secretariat spending as part of the Technical Assistance budget
- Participating in public events and various meetings
- Networking with relevant organisations in the programme area and other EU-programmes as appropriate
- Being involved in starting up activities, establishment of routines and getting a secretariat structure in place in the Northern Periphery Programme 2014-2020, currently in preparation.

Part of the full time position will be devoted to act as desk officer for preparatory projects and main projects funded by the Northern Periphery Programme. This part will consist of general responsibilities and tasks associated with this role, such as responsibility for assessment of project applications and responsibility for monitoring and analysing project implementation.

Conditions

The salary level will be discussed individually with the applicants.

No additional contribution to a pension scheme will be given by the employer.

The contracting period is initially 01.02.2013 to 31.10.2015 with a possibility for extension.

The position will be based at the Northern Periphery Programme Secretariat in Copenhagen, Denmark, which operates under the supervision of the Managing Authority in Umeå, Sweden. The Faroese Representation Office in Copenhagen acts as host organization / employer.

As Head of Secretariat, you will be reporting to the Managing Authority, the Programme Management Group and the Programme Monitoring Committee on a regular basis.

Person Specification

Essential:

- University degree in public administration, business or economics, political science or other relevant fields
- Leadership and supervisory experience, including staff responsibility with the related administrative tasks
- Excellent communication skills both in written and spoken English, including public speaking, moderating and facilitation skills
- Experience in ERDF funded programme management (preferably INTERREG)
- Administrative project / project portfolio management experience



Desirable:

- Experience in INTERREG transnational cooperation
- Knowledge and experience of or from the Northern Periphery Programme area
- Experience from working in an international environment
- Knowledge in another programme partner country language than English
- Financial / financial control background
- Excellent negotiation skills
- Short-term as well as long-term planning ability, ability to see the big picture
- Ability to establish clear goals for the Secretariat operations and give the staff feedback on their work
- Creativity, ability to see possibilities and being ahead of the curve
- Ability to propose solutions for and/or simplifications in transnational administrative procedures related to project and programme management
- Willingness to travel in the programme area and Europe

We will place great emphasis on personal qualities and leadership qualities in the selection process.

How to apply

If you would like to apply for this position, please send a copy of your CV, and a Cover Letter outlining your reasons for applying, and your salary expectation to Ms. Anneli Nilsson at the Northern Periphery Programme Managing Authority by **no later than 22nd November 2012**. Interviews are scheduled for 15th-16th January 2013.

Electronic applications should be sent to: anneli.nilsson@lansstyrelsen.se
Alternatively, they can be posted to:

Managing Authority
Northern Periphery Programme 2007-2013
County Administrative Board of Västerbotten
Attn: Ms. Anneli Nilsson
901 86 Umeå
Sweden

Further information about the programme can be found at: www.northernperiphery.eu

Please do not hesitate to contact the Managing Authority if you have any questions regarding this position.

Contact details:

Ms. Anneli Nilsson, Programme Director, Managing Authority
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