

**VACANCY**

**Administrative Officer**

**at the ESPON EGTC**

**“European Node for Territorial Evidence”**

**LUXEMBOURG**

**Deadline for Applications: 31 January 2019**

In ESPON EGTC recruiting an administrative officer for a fixed-term period of two years to support the implementation of the Single Operation financed by ESPON 2020 Cooperation Programme. The new staff member is expected to take up the position as early as possible after the selection.

**Please read before applying:** [What is ESPON EGTC?](#)

***The job as Administrative Officer***

As Administrative Officer you will support the general administrative requirements of the ESPON EGTC and its daily functioning. These tasks will mainly cover general accounting tasks, travel arrangements, administrative and HR support but you may also be involved in other activities such as the organisation of meetings and events or support to dissemination activities.

Your key tasks and responsibilities will be the following:

- General accounting tasks: purchases, accounting records, ensure documentation and archiving of EGTC activities for Audit Trail purposes;
- Support the elaboration and documentation of EGTC Progress Reports;
- EGTC staff travel planning and arrangements;
- Implement administration and contract management related activities;
- Support the implementation of public procurement procedures;
- Manage incoming and outgoing correspondence, welcoming visitors, organise meetings;
- Provide administrative support to the Director and Unit for Administration and Management;

The post as Administrative Officer will, in organisational terms, be assigned to the Unit on Administration and Management.

***Qualifications required***

You have a relevant education level, at minimum a Post-Baccalaureate degree in Business Administration, Management, Economy, Law or other relevant field of study. In terms of language,

you are fluent in both oral and written English and French. Any additional language skills will be considered an asset.

You have preferably 2-3 years of relevant work experience with administrative tasks.

You will have a key role in ensuring the audit trail of the ESPON EGTC being in charge of various purchases under the supervision of your Head of Unit and you are therefore systematic and well organised.

You have administrative flair, you can work autonomously, and you are able to work in a multi-cultural environment with a constructive working approach.

You possess analytical and numeracy skills, you are minded for collaboration and team work with good time management.

Any insights in European regulations related to ESIF and Cohesion Policy 2014-2020 or general public procurements principles and regulations will be considered an asset.

### ***Applying for the posts***

Your application shall include a brief letter expressing your motivation and expectations as well as your qualifications and experience in relation to the post. In addition, you shall submit your Curriculum Vitae including the main details concerning your professional experience and educational back ground of relevance for the post as well as the personal and language skills you may bring.

In case you are selected for the post you will be asked to present certified copies of your degree/diplomas as part of the contracting.

If you want to apply for this post please send your application including your CV by e-mail to **recruitment@espon.eu** indicating **Administrative Officer** in the subject line of the email.

Deadline for submitting an application is **31 January 2019 at 16.00**.

### ***Selection procedure***

The ESPON EGTC establishes a Selection Board, which will invite the best qualified candidates for an interview. All interviews will take place in Luxembourg.

In the selection process the ESPON EGTC applies a policy of equal gender.

### ***Conditions***

You will be offered a full time (40 hours/week) fixed-term employment contract (*contract à durée déterminée*) of 2 years. A competitive salary will be paid with regard to your experience.

The ESPON EGTC is serving a pan-European programme which is mirrored in the composition of staff. You will at the ESPON EGTC have a diversity of colleagues from different countries in Europe and be part of a multi-cultural working environment which favours cooperation and team work.

### ***Information***

You can get further information about the vacant post and the ESPON EGTC as well as on living conditions in Luxembourg by using the email address **recruitment@espon.eu** by calling Mr. Teofil GHERCA on 00352-20 600 280 30.

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

## **ESPON 2020 – More information**

ESPON EGTC

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*The ESPON EGTC is the Single Beneficiary of the ESPON 2020 Cooperation Programme. The Single Operation within the programme is implemented by the ESPON EGTC and co-financed by the European Regional Development Fund, the EU Member States and the Partner States, Iceland, Liechtenstein, Norway and Switzerland.*

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# **What is the ESPON EGTC?**

The ESPON EGTC is a European Grouping on Territorial Cooperation. As part of a renewal of ESPON it has been established according to European law to deliver the content envisaged by the ESPON 2020 Cooperation Programme. The ESPON EGTC is established with an Assembly including members of the 3 Belgian regions and Luxembourg, the latter hosting the ESPON EGTC.

The ESPON EGTC is currently employing 22 people within two units:

- Unit Evidence and Outreach devoted to the evidence production and outreach activities to be implemented as part of the Single Operation;
- Unit for Administration and Management responsible for the Administration and Management of the ESPON EGTC.

## ***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 and in doing so pursue the following overarching mission:

*ESPON 2020 shall continue the consolidation of a European Territorial Observatory Network and grow the provision and policy use of pan-European, comparable, systematic and reliable territorial evidence.*

The ESPON 2020 Cooperation Programme has a budget of almost EUR 50 million for the period 2014-2020 which is financed mainly by the European Commission, as well as by the 28 EU Member States and 4 Partner States, Iceland, Liechtenstein, Norway and Switzerland. Luxembourg is the seat of the Managing Authority

[Read more about ESPON EGTC](#)