



## Vacancy Announcement

**Position: Northern Periphery and Arctic Programme – Head of Programme Secretariat**

**Location: NPA Secretariat, Copenhagen, Denmark**

### **Background**

The Northern Periphery and Arctic Programme is seeking to appoint a suitably educated and appropriately experienced person to the position of Head of Programme Secretariat.

The Northern Periphery and Arctic 2014-2020 Programme is a cooperation between 9 programme partner countries; the Member States of Finland, Ireland, Sweden and the United Kingdom (Scotland and Northern Ireland) in cooperation with the Faroe Islands, Iceland, Greenland and Norway.

Despite geographical differences, the large programme area shares a number of common features, and the programme provides the opportunity for organizations and companies from the area to work together on joint projects concerning common issues and challenges. The programme addresses the “Arctic Dimension” as a cross cutting theme in most activities and is mentioned several times in the European Commissions’ joint communication on the Arctic; in particular the programme has a role in leading a pilot activity aiming at bringing together a network of Arctic programmes and stakeholders in the European part of the Arctic.

### **Job description**

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

As Head of Programme Secretariat, your main task will be the responsibility for the daily management of the Northern Periphery and Arctic Programme Secretariat and its staff, as well as for the quality of the Secretariat operations, including setting up clear goals for the Secretariat operations and offering constructive feedback on staff work.

You will be leading and supervising the Secretariat team, 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 Regional Contact Points in the programme area
- Planning of project application processes
- Monitoring the implementation and reporting of funded projects
- Organizing preparations before Programme Monitoring Committee meetings and Programme Management Group meetings
- Contributing to the maintenance and further development of the electronic monitoring system, eMS
- Monitoring, analyzing and claiming the Programme Secretariat spending
- Participating in public events and various meetings



- Networking with relevant organizations in the programme area and with other EU programmes in specific other Arctic Programmes according to the role mandated to the NPA programme in the EU Arctic Communication
- Being involved in the closing of the NPA 2014-2020 programme and the planning of the post-2020 programme development

Part of the full-time position will be devoted to act as desk officer for projects funded by the Northern Periphery and Arctic Programme, including responsibility for assessment of project applications and monitoring, analyzing and reporting on project implementation.

### **Conditions**

The monthly salary level for the position is between 6 500 – 7 000 Euro, depending on the candidate's relevant experience and qualifications. The employer offers a full pension scheme.

The contracting period is initially 01.12.2017 to 31.12.2022 with a possibility for extension. The start date could be discussed individually with the applicants but upon receiving a job offer applicants must be prepared to take on the position within two months from the offer.

The position will be based at the Northern Periphery and Arctic 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. The position will involve travelling in the programme area and Europe.

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 education in public administration, business or economics, political science or other relevant fields or significant relevant experience in public administration
- Leadership and supervisory experience, preferably including staff responsibility with 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 and Arctic Programme area
- Experience from working in an international environment
- Knowledge in another programme partner country language besides English
- Financial/financial control background
- Excellent negotiation skills
- Short-term as well as long-term planning ability, ability to see the big picture
- 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



**Northern Periphery and  
Arctic Programme**  
2014–2020



**EUROPEAN UNION**

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- Experience from programme planning within the ERDF

Great emphasis will be placed on personal qualities in the selection process.

### **How to apply**

If you would like to apply for this position, please send a copy of your CV (maximum of 3 pages), and include a brief Cover Letter (maximum 2 pages) outlining

- Your reasons for applying
- Your interpretation and expectations of the position
- Your experiences and qualifications in relation to the five essential criteria listed under “Person specification”
- If applicable: your experiences and qualifications in relation to the desirable criteria listed under “Person specification”
- Reference persons we can contact should you be considered for the position

to Ms. Annika Blomster at the Northern Periphery and Arctic Programme Managing Authority **no later than June 23<sup>rd</sup> 2017.**

Interviews are scheduled for 5th-6th September 2017, in Copenhagen. Because English is the working language of the Northern Periphery and Arctic Programme and because the successful applicant will be requested to immediately be operational, the recruitment procedure will be performed in English and all communication with applicants will be in English.

Electronic applications should be sent to: [annika.blomster@lansstyrelsen.se](mailto:annika.blomster@lansstyrelsen.se)

Alternatively, they can be posted to:

Managing Authority  
Northern Periphery and Arctic Programme 2014-2020  
County Administrative Board of Västerbotten  
Attn: Ms. Annika Blomster  
901 86 Umeå  
Sweden

Further information about the programme can be found at: [www.interreg-npa.eu](http://www.interreg-npa.eu)

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

Contact details:

Ms. Annika Blomster, Programme Director, Managing Authority  
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