

Vacancy announcement for the Interact programme

**Interact Office Vienna is recruiting an
Office Assistant 20 hrs/week (m/f/d)
– Maternity leave replacement –**

About Interact

We are an experienced international team who are passionate about cooperation. Cooperation can be complex; our job is to make it easier.

We ensure the exchange of experience, information and innovation in order to promote best practice and make cooperation easier. We achieve this through targeted events, publications and tools.

Our services are targeted at cooperation programmes under the European Territorial Cooperation (ETC) objective of Cohesion Policy 2021-2027 - known as Interreg. We are co-financed by the European Regional Development Fund (ERDF).

Our work covers the Member States of the European Union, as well as Norway and Switzerland. We also support programmes in pre-accession and European Neighbourhood countries.

Interact's Managing Authority and Interact Secretariat (MA/IS) are based in Bratislava. Four Interact offices, in Turku (Finland), Valencia (Spain), Viborg (Denmark) and Vienna (Austria), deliver services to Interreg programmes and other cooperation stakeholders.

Each of the four implementing offices host flagship projects (Cooperation Day, HIT, Jems, keep.eu) as well as specialists in Programme Financial Management, Programme Content and Programme Communication.

Full details regarding the aims, objectives, coordination framework and operational strategy for the programme can be found in the Interact III Cooperation programme, available to download at www.interact.eu.

About Interact Office Vienna

Interact Office Vienna is implemented by the City of Vienna, Municipal Department 27 - European Affairs. Employer of the Interact Office Vienna staff is the EU-Förderagentur GmbH on behalf of the City of Vienna.

Profile

The Office Assistant will perform duties in Interact Office Vienna, under the supervision of the Head of Office. The successful candidate will support the administration of the project as well as the delivery of services to Interreg Programmes.

Key tasks

1. Event organisation in support of Project Managers
 - Searching for venues and/or catering services for seminars/meetings in Europe, ordering and contract management
 - Preparation of materials for events
2. Office administration under supervision of the Finance Officer:
 - Database management (entering data, uploading documents)
 - Ordering and maintaining office supplies and equipment, incl. annual inventory
 - Liaising with service providers (e.g. facility management)
3. Provide support to the team in other areas as needed

Minimum requirements

- Secondary education degree
- Proficiency of English
- Experience in event organisation and/or office management
- Strong computer skills (especially MS Office)
- Be a national of a Member State of the European Economic Area or Switzerland or hold a valid working permit

Professional skills/assets

- Proficiency of German
- Work experience in the public sector
- Work experience in tasks similar to the above mentioned
- Knowledge of another EU language

Personal assets

- Ability to work independently and prioritise
- Attention to detail
- Ability to work in a multi-cultural environment

Terms and conditions for employment/contracting period

- The EU-Förderagentur GmbH, on behalf of City of Vienna MA 27, will offer the successful candidate an employment contract under Austrian labour law.
- This is a position for maternity leave replacement. The employment contract starts with a one-month probation period and is limited until the person to be replaced returns from maternity leave (minimum one year).
- Preferred starting date: **2 January 2025**.

- This is a part-time position foreseen for 20 hours per week. Working hours are flexible during normal office hours but depend on agreement with the supervisor. 4-5 day work week preferred. Home office is possible with limited extent.
- The working place is Vienna (Austria).
- Annual gross salary for 20 hours/week offered: minimum EUR 16.000,-. The minimum salary can be adapted according to qualification and experience of the candidate.

Application procedure

Please apply online at <https://www.eufa-wien.at/jobs/>.

Applications sent by e-mail or forms other than the online system will not be accepted.

The application should include:

- A motivation letter of no more than one page, describing
 - your suitability for the position
 - your main job expectations
- The online application form including photo;
- A detailed curriculum vitae;

To upload the CV and motivation letter, follow the instructions in the online application tool. All documents should be submitted in English.

Application deadline: 13 October 2024 23:59 CET

Interviews with short-listed candidates will presumably be held on 21/22 October 2024.

Please note that the information submitted by the candidates and the selection process documentation might be shared with other departments of EU-Förderagentur GmbH, the Interact Monitoring Committee members, if requested, and the Interact Managing Authority, Programme Secretariat and Interact Offices.

For further information please contact:

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