



Senior Officer

Position	Senior Officer
Description	<p>The Senior Officer will assist the Head of the DSP and the Deputy Head of the DSP in the set up and implementation of the Danube Strategy Point together with the newly assembled multinational team of staff members. She/He will work under the supervision of and in cooperation with the Head of the DSP.</p> <p>It is intended that the Senior Officer will develop and implement the support for communication and monitoring and evaluation of the EU Danube Strategy. Here, the candidate will manage external and internal communication of the EUSDR and also develop and implement an evaluation process by introducing respective tools.</p> <p>For this, the Senior Officer will work closely with the Head of the DSP, the Administration Officer and also with the main actors of the EUSDR (European Commission – DG Regio, National Coordinators – NCs, Priority Area Coordinators – PACs) as well as the State Ministry of Baden-Württemberg concerning technical and legal issues.</p> <p>The definite tasks area will yet have to be finalized taking into account the overall tasks for the set-up and implementation of the DSP.</p>
Duties and Responsibilities	<p>In view of the preliminary tasks of the Senior Officer his/her duties and responsibilities include</p> <ul style="list-style-type: none"> - Supporting of the set-up and implementation of the DSP and the work plan adopted by the NCs (support for implementation, communication, monitoring, evaluation and for evidence-based decision, support for linking the EUSDR to the Danube Transnational Programme) with the overall objective to improve the implementation process of the EUSDR as well as to foster strong projects and flagships in order to help building a prosperous region - Organizing the gathering and revision of information, reports and documents on the implementation of the EUSDR, developing, establishing and managing external and internal communication and publicity tools/materials, e.g. developing an internal communication tool for the Priority Areas - Developing and implementing an evaluation process and a monitoring concept (on-line reporting tool) for the EUSDR in cooperation with the key implementers of the strategy - Reporting to the Head of the DSP, following her/his guidelines and advice and implementing and applying in her/his day-to-day work the appropriate law (e.g. German, Belgian, EU) and following the local and internal policies and regulations of the State Ministry of Baden-Württemberg - Establishing and keeping good contact with all relevant EUSDR actors and participate in selected meetings
Eligibility criteria	<ul style="list-style-type: none"> - Master's university degree in a related field such as law, political science, economic sciences, territorial and regional management, public administration or other qualification entitling for senior civil service in accordance with the laws of the member states of the European Union - Experience in working in high-level political, policy and strategic fields (minimum of 2 years at the date of application)



	<ul style="list-style-type: none">- Experience working in a multinational, multicultural and multilingual environment (minimum of 2 years at the date of application)- Fluency in English (C1 - speaking and writing) and proficiency in one language of the Danube Region (B2 – speaking and writing)- Applicant must be a citizen of an EU Member State or a State which participates in the EUSDR- Flawless criminal record certificate
Selection criteria	<ul style="list-style-type: none">- General knowledge of the EU Danube Strategy or other EU macro regional strategies- Experience in working in a macro-regional, cross-border or international context (several years) by supporting evaluation and monitoring procedures- Good overview on EU institutions and their functioning- Relevant country or regional working experience in the region of the EU Danube Strategy- Good oral and written expressions skills, good communication and management skills, shows above-average commitment- Proficiency in all basic computer application programs knowledge of the creative use of the internet and multimedia technology- Knowledge of further languages of the Danube Region and EU working languages <p>The ideal candidate must be able to work in a team in an international context and have a pro-active attitude.</p>
Salary, contract	<p>The salary will be set according to qualifications and experience. For this position an equivalent salary of A 13/E 13 in the salary scale of Baden-Württemberg valid at the given time will be paid.</p>