

Luxembourg, 22 December 2022

## Vacancy – Administration and Contract Assistant Manager

The ESPON EGTC is recruiting an Administration and Contract Assistant Manager to join its international team working on European territorial evidence relevant for policy making.

The new staff member will be offered a permanent work contract and is supposed to take up the position as early as possible to support the implementation of the Single Operation financed by ESPON 2030 Cooperation Programme.

### *Description of the work responsibilities*

As an Administration and Contract Assistant Manager you will be responsible for a wide range of administrative and office-related tasks, and will be in charge of implementing some of the public procurement procedures and managing service contracts at the ESPON EGTC. In cooperation with the Financial and Human Resources Assistant Manager and under the supervision of the Assistant Director, you will need to ensure compliance with the relevant EU and Luxembourgish regulations and guidelines.

Your key tasks will be following:

- Ensure daily functioning of the ESPON EGTC office.
- Implement annual travel plans in cooperation with other ESPON EGTC staff members and organise travel arrangements for the ESPON EGTC staff.
- Provide administrative support to the Director and Assistant Directors.
- Ensure proper documentation for ESPON EGTC activities for audit trail.
- Manage incoming and outgoing correspondence.
- Implement public procurement procedures related to administrative activities.
- Manage general service and supply contracts.
- Provide support to accounting tasks.
- Carry out practical/technical organisation of meetings.
- Provide support to communication and outreach activities, including organisation of speakers' participation at ESPON events;
- Perform duties of a floor-warden and the staff representative in charge of health and safety at work.

The post of the Administration and Contract Assistant Manager will, in organisational terms, be under the supervision of the Assistant Director on Budget, Administration and Public Procurement.

### *Profile and experience required for the job position*

You hold a post-baccalaureate diploma in administration, business, social sciences or other related fields of study.

Preferably, you have 1-2 years of relevant work experience with administrative tasks.

You possess analytical and numeracy skills. Good computer skills and confidence in working in Excel are considered a pre-requisite for the post.

You are minded for collaboration and teamwork. You are well organised, with good time management and problem-solution orientation.

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

Very good communication skills in English and French are important in order to cover the requested tasks as Luxembourgish public procurement legislation is mainly communicated in French.

Any insights in European regulations related to ESIF and Cohesion Policy 2021-2027 or general public procurements principles and regulations will be considered an asset.

### *Applying for the post*

The application shall be drafted in English language and shall include:

- A brief letter (maximum 2 pages) expressing the motivation and expectations as well as the qualifications and experience in relation to the post.
- A curriculum vitae (preferably in Europass format) including the main details of the professional experience and educational background as well as the personal and language skills.

In case of selection for the position, the presentation of certified copies of degree/diplomas will be required.

If you decide to apply for the vacant post, please send your application including your CV by e-mail to [recruitment@espon.eu](mailto:recruitment@espon.eu) entitling the message "Assistant Manager (and your family name)".

The deadline for submitting your application is 23 January 2023.

### *Selection procedure*

The ESPON EGTC will establish a Selection Board, which will invite the best-suited candidates for an interview and a practical competence test. The round of interviews is preliminarily scheduled in late February/early March 2023 and may be arranged on-site in Luxembourg. Your travel and accommodation cost related with the interview – if held on-site - will be reimbursed.

The ESPON EGTC applies the principle of equal opportunities.

### *Conditions of employment*

You will be offered a full time (40 hours/week) permanent employment contract (*contrat à durée indéterminée*).

A competitive salary will be offered to correspond to your experience and qualifications.

Your work place will be the premises of the ESPON EGTC at Avenue John F. Kennedy 11 in the Kirchberg area of Luxembourg City, in a multicultural environment close to European institutions and international schools.

### *Requests for additional information*

You may request further information about the vacant post and the ESPON EGTC by sending an email to [recruitment@espon.eu](mailto:recruitment@espon.eu).

### *Personal Data Protection*

Any personal data provided by you in relation to this selection procedure will be processed according to the provisions on personal data protection, in particular Regulation (EU) 2016/679. This applies in particular to the confidentiality and security of your personal data, which will be processed solely for the purposes of this selection procedure.

Your application will be deleted one month after the finalisation of this selection procedure.

For the purposes of this selection procedure, an external party to the ESPON EGTC may be involved and handle your personal data. If so, the external party will also treat your data confidentially and solely for the purposes of this selection procedure.

Should you have any further questions concerning the processing of your personal data, you shall address them to the following e-mail address: [recruitment@espon.eu](mailto:recruitment@espon.eu).

### *ESPON 2030 Cooperation Programme and its Single Operation*

Since 2002, the ESPON programme organises and finances applied research, place-based analyses and data collection to support the formulation of territorial development policies in Europe with evidence, systematic data, maps, policy advice and pan-European comparative analysis. ESPON assists regions, cities and national governments to improve the quality of their decision-making by supporting the development, implementation and monitoring of their policies and strategies. ESPON analyses have also supported and will continue to support cross-border, interregional and transnational areas (including EU candidate countries and EU Neighbourhood countries) as well as integrated territorial approaches, such as Integrated Territorial Investments and Community-led local development.

The ESPON 2030 Programme shall fulfil the following mission:

*“ESPON provides territorial evidence to support stakeholders at all levels in achieving green transition to climate-neutral economies while ensuring at the same time just living conditions for all people in all places”.*

In that regard, ESPON’s role is to provide analytical evidence for the identified territorial challenges and their outcomes, and to recommend coordinated policy approaches to tackle them.

The ESPON 2030 Cooperation Programme has a budget of EUR 60 million, co-financed by the European Commission, as well as the 28 EU Member States and 4 Partner States (Iceland, Liechtenstein, Norway and Switzerland). Luxembourg is the seat of the Managing Authority.

The ESPON Programme has one thematic priority implemented through the so-called Single Operation. The Single Operation covers the pillars of “Evidence Production” and “Knowledge Development” needed for the achievement of the programme objectives.

The Single Operation is implemented by a single beneficiary and has a budget of EUR 57,7 million.

### *Objective and main tasks of the ESPON EGTC*

The ESPON EGTC is a legal body established in Luxembourg to implement the so-called Single Operation under the respective ESPON programmes. The single joint structure and full legal personality allows the ESPON EGTC to undertake the role of the Single Beneficiary of a grant agreement issued by the ESPON Managing Authority on behalf of the ESPON member countries, partner states and the European Commission.

The tasks of the ESPON EGTC include:

- Tendering, contracting, financing and guiding European research projects;
- Tendering, contracting, financing and guiding targeted analyses in cooperation with stakeholders;
- Developing tools and indicators in support of territorial analyses;
- Collecting, building and providing territorial indicators and comparable, pan-European data in the ESPON Database;
- Promoting the use of ESPON results by policy makers from European to local level, and making them easily available and accessible;
- Conducting territorial analyses on themes of urgent policy demand;
- Capitalising on ESPON by linking up ESPON results in the context of political demands using all kind of media;
- Conducting and carrying out the oral, printed and online communication of ESPON results;
- Cooperating with relevant scientific organisations in stimulating a European research community in European territorial science;
- Acting as cooperation and coordination node of ESPON Contact Points.

The ESPON EGTC currently employs 20 people within two main activity areas:

- Policy and Research, dedicated to facilitating the generation and delivery of evidence production and knowledge development activities in the Single Operation;

- Administration, Budget and Public Procurement, responsible for financial, legal, administrative and human resource management of the ESPON EGTC.

The ESPON EGTC has a decision-making body, called ESPON EGTC Assembly. It has representatives of the 3 Belgian regions and Luxembourg, the latter hosting the ESPON EGTC and chairing the Assembly. The Assembly has the basic role of ensuring the functioning of the ESPON EGTC, while the Monitoring Committee of the ESPON 2030 Cooperation Programme oversees the content to be delivered and communicated to relevant policy development processes.

More information on the ESPON 2030 Programme and the ESPON EGTC is available at: [www.espon.eu](http://www.espon.eu).