



**Deputy Head of DSP / Senior Officer**

Position	Deputy Head of DSP / Senior Officer
Description	<p>The Deputy Head of the DSP will work together with the newly assembled multi-national team of five staff members in order to set up and implement the Danube Strategy Point. She/He will report to and work under the supervision of the Head of the DSP and represents him/her during his/her absence or in meetings.</p> <p>It is intended that the Deputy Head will manage and provide the Technical Assistance to the Priority Areas of the EU Danube Strategy by using and ensuring the appropriate policies, administrative or financial regulations of Baden-Württemberg, Germany or the European Union. Here, the Deputy Head is working closely with the Priority Area Coordinators and provides guidance to the implementation process.</p> <p>The definite tasks 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 Deputy Head duties and responsibilities include</p> <ul style="list-style-type: none"> <li>- Supporting 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</li> <li>- Establishing and securing the link of the EU Danube Strategy to the Danube Transnational Programme by supporting the exchange of information between the programme, the National Coordinators and the Priority Area Coordinators (PACs), organizing regular communication between the bodies of the programme (Programme Monitoring Committee, Managing Authority and Joint Technical Secretariat) and the relevant EUSDR actors</li> <li>- Implementing and managing the technical support to the PACs (PAC financing) with the support of the Financial Assistant of the DSP, organizing a control system for the second level control together with the auditor and organizing and implementing the audit for the DSP</li> <li>- Reporting to the Head of the DSP, follow his guidelines and advice and implement and apply in his day-to-day work the appropriate law (e.g. German, Belgian, EU) and follow the local and internal policies and regulations of the State Ministry of Baden-Württemberg</li> <li>- Representing the Head of the DSP during his absence, in meetings etc.</li> <li>- Establishing and keep good contact with all relevant EUSDR actors, especially the PACs and participate in selected meetings</li> </ul>
Eligibility criteria	<ul style="list-style-type: none"> <li>- 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</li> <li>- Experience in working in political, policy and strategic fields (minimum of three years at the date of application)</li> </ul>



	<ul style="list-style-type: none"><li>- Experience in working in a multinational, multicultural and multilingual environment (minimum of 2 years)</li><li>- Fluency in English (C1 - speaking and writing) and proficiency in one language of the Danube Region (B2 – speaking and writing)</li><li>- Applicant must be a citizen of an EU Member State or a State which participates in the EUSDR</li><li>- Flawless criminal record certificate</li></ul>
Selection criteria	<ul style="list-style-type: none"><li>- Knowledge of the mechanisms of EU Danube Strategy or other EU macro regional strategies, actors and challenges</li><li>- Good overview on EU funding, especially structural funds</li><li>- Experience in working with European Structure and Investment funds; Implementing, monitoring, programming and/or auditing of large-scale projects in a macro-regional, cross-border or international context (several years)</li><li>- Relevant country or regional working experience in the region of the EU Danube Strategy</li><li>- Good oral and written expressions skills, good communication and management skills, shows above-average commitment</li><li>- Proficiency in all basic computer application programs (MS Office, including word, power-point and a strong focus on excel)</li><li>- Knowledge of further languages of the Danube Region and EU working languages</li></ul> <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 15/E 15 in the salary scale of Baden-Württemberg valid at the given time will be paid.</p>