



TEMPORARY JOB OPPORTUNITY – PROGRAMME OFFICER

Background:

As part of the European Economic Area (EEA) Agreement, signed on 30 July 2010, Romania and Norway have established a cooperation agreement. The financial contribution from EEA and Norway Grants have been distributed to different sector programmes in Romania. The overall objectives of EEA and Norway Grants are to contribute to the reduction of economic and social disparities in the EEA and to strengthen the bilateral relations between the donor state and Romania.

Out of this financial contribution, a total of 29,7 mill. EUR has been allocated to the programme Green Industry Innovation Romania. This is a business development programme aiming to increase competitiveness of Romanian enterprises through greening of existing industries, green innovation and entrepreneurship.

The Green Industry Innovation Programme Romania is administered by Innovation Norway, a public entity under the Norwegian Ministry of Trade, Industry and Fisheries. Approx. 50 projects have been selected for support and are now under implementation. Most of the beneficiaries are private sector enterprises. Eligibility deadline for project implementation is 30 April 2016.

We are now looking for a replacement for one of our employees, due to maternity leave. The candidate will work together with Innovation Norway's programme team. Innovation Norway's Bucharest office is located at the Norwegian Embassy.

Duration of assignment estimated to be 6-12 months.

Job description:

The Programme Officer will carry out a wide variety of tasks related to the programme and advice, guide and assist Innovation Norway in the fulfillment of the tasks and responsibilities necessary to secure a successful implementation of the programme.

Tasks will include:

- Project monitoring and reporting: monitoring of the implementation of projects; review and assessment of project interim and final reports and payment claims/eligibility of expenses (desk review and on-the-spot checks); reporting on monitoring findings; preparation of disbursement documentation; compiling statistics and reports related to monitoring of project implementation and results achieved.
- Liaison with government counterparts and Embassy; organize meetings and seminars; publicity activities and presentations to secure publicity and dissemination of programme and projects results.
- Some administrative tasks related to archiving via Innovation Norway's ePhorte system, reporting to Financial Mechanisms Office (FMO) via DORIS system etc.

Required qualifications:

The candidate should:

- Hold a master degree, or similar, in a relevant field (e.g. economics, business management, international relations, law, engineering etc.).
- Have at least five years of work experience in the field of grant management (e.g. management of EU/IFI/other bilateral funds).

- Previous experience as an assessor of 2-3 grant schemes and financial project management.
- Basic knowledge about the state aid rules and the public procurement rules in Romania.
- Be flexible and have a solution-oriented, analytical mind, with an eye for details and the big picture alike.
- Ability to work under pressure and manage his/her responsibilities within tight deadlines and have good cross-cultural communication skills.
- Good capacity to work in a team as well as independently.
- Pro-active, solution oriented, easygoing and flexible attitude.
- Have good reporting skills.
- Have a business and/or financial English level. Romanian as a mother tongue.
- Be available for travel throughout Romania and international travels at demand.
- IT skills. Capacity to use and/or be acquainted to independent operating systems like MS Project, Yammer, CRM and other enterprise business application processes.

How to apply:

Applications must include a CV in English and a covering letter explaining suitability for, and interest in, the job. All applications will be treated in strict confidentiality. Applications should be sent by e-mail, in word format, to post@innovasjon Norge.no with a copy to anrog@innovasjon Norge.no – no later than 29 May 2015.

Interviews will be held within 2 weeks of the closing date for applications. Candidates who are not invited for an interview should assume their application to be unsuccessful.

Starting date: 1 August 2015, at the latest.

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