



Version 6 September 2015

## **GIE LERAS - JOB VACANCY**

### **Senior Expert in Financial management and control related to ESPON Managing Authority**

The GIE LERAS based in Luxembourg is recruiting new permanent staff members to build a small international team to support the secretarial function of the Ministry of Sustainable Development and Infrastructure in Luxembourg as ESPON Managing Authority of the ESPON 2020 Cooperation Programme.

The new staff shall take up the positions from 1 January 2016.

#### ***What is the GIE LERAS and what is relation with ESPON?***

The GIE LERAS is an organisation, which was created to support the implementation of projects and functions acquired by its two members, the Luxembourg State and Luxembourg University. The Ministry of Sustainable Development and Infrastructure as member of LERAS mandated the secretarial functions of the Managing Authority to the GIE LERAS. The secretarial function of the Certifying Authority is also mandated to the GIE LERAS. The whole team dedicated to support ESPON is envisaged to comprise 4-5 staff.

#### ***What is the ESPON 2020 Cooperation programme?***

The ESPON 2020 Cooperation Programme is related to EU Cohesion Policy and shall play the specific role supporting policy development, institutional capacity, effective policymaking and efficient public administration with European territorial evidence.

The ESPON 2020 Cooperation Programme has a budget of almost 50 Million Euro for the period 2014-2020 which is part financed by the European Structural and Investment Funds (ESIF) and by the 28 EU Member States and 4 Partner States (Iceland, Liechtenstein, Norway and Switzerland). The main part of the programme is allocated to a Single Beneficiary implementing a Single Operation of the programme.

#### ***What are the tasks related to the “financial management and control”?***

The ESPON Managing Authority has the task to implement the ESPON 2020 programme in formal terms under the lead and monitoring of the ESPON Monitoring Committee representing all participating countries applying the regulations and rules relevant for the implementation of ESIF. The tasks comprise (not exclusive list) the support in:

- Up-dating of the Operation Implementation Guidelines and financial management and control part of the management and control system such application forms, reporting forms, budget reallocation template, First Level Control forms,
- Administrative, financial and operational capacity checks of the Single Beneficiary;
- Establishing, managing and maintaining a system to recall and store in computerised form data on each operation necessary for monitoring, evaluation, financial management, verifications and audits;
- Monitor the progress made by the Single Beneficiary, including monitoring outputs, results and financial implementation;
- Making available to the beneficiary information relevant about the execution of the tasks and the implementation of the Single Operation
- Consulting Single Beneficiary on implementing European regulations, public procurement procedures;
- Administrative verifications and quality assessment of each application for reimbursement by the Single Beneficiary;
- Quality checks of first level control, as well as coordination with the CA and Central Approbation Body;
- Cooperation with national contact persons and bodies responsible for Financial Control Systems and Audit;
- Drawing, updating and follow up of the risk analysis and support with regards to the implementation of audit requirements;
- Support regarding the management and implementation of the technical assistance(TA), including checking of payments related to service contracts/travel reimbursements, etc. of the TA;
- Running and supporting in public procurement procedures related to the implementation of the TA;
- Drafting reports and information on the Single Operation and programme progress for the programme authorities as well for the European Commission;

***What are the required qualifications and experiences?***

- University degree at master level in business administration and/or finance law;
- At least 5-10 years experience with Structural Funds Programme management and finance and in particular European Cooperation Programmes;
- Experience in programme and budgetary management and control;
- Ability to work with a high level of responsibility embedded in a team, good team player;
- Communication skills in English at high level, French is of advantage.

***How to apply for the posts?***

The application shall include a brief letter expressing the motivation and expectations as well the qualifications and experience in relation to the post. A Curriculum Vitae shall be annexed indicating the professional experience and educational back ground of relevance for the post as well as the personal and language skills.

The selected candidates will be asked to present certified copies of acquired degrees as part of the contracting.

**Applications shall be** send by e-mail to [recruitment-LERAS@mat.etat.lu](mailto:recruitment-LERAS@mat.etat.lu) indicating 'ESPON MA Financial management and control' in the **subject line of the email**.

Deadline for submitting an application is **29 September 2015 at 16.00**.

### ***Selection procedure***

The GIE LERAS will establish a Selection Board, which will invite the best qualified candidates for an interview. Interviews are planned to take place in October 2015.

All interviews will take place in Luxembourg. The interviews will include a test as well as an oral interview.

### ***Conditions***

A contract with undetermined duration with the GIE LERAS will be awarded related to the implementation of the ESPON 2020 Cooperation Programme. A competitive salary will be paid with regard to the qualification and experience.

The work place will be in Luxembourg.

### ***Information***

Further information about the vacant post can be acquired by sending an email to [recruitment-LERAS@mat.etat.lu](mailto:recruitment-LERAS@mat.etat.lu) or by calling Mr. Thiemo W. Eser, Administrator of the GIE LERAS on 00352-247-86934.

More information on the ESPON 2020 Cooperation Programme can be accessed on [www.espon.eu](http://www.espon.eu) and <http://www.dat.public.lu/index.html>.

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