



## Selection of Two Project Assistants for European Projects

### The Adriatic Ionian Euroregion is looking for two Project Assistants to join the Secretariat Team

**Are you motivated candidate willing to contribute to the work of the association?  
Have a look at our offer!**

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**Main functions:** Under the coordination of the AIE Secretariat, the two project assistants will support in 2021 the Euroregion in the implementation of EU co-funded projects, assisting the work of Projects coordinators and the team of the Secretariat in performing activities and organizing events of the projects;

**Type of contract:** Contract for the provision of certain services;

**Remuneration:** 5.000,00 Euro (all included);

**Starting date:** End of May / June 2021;

**Duration of the contract:** 6/7 months (depending by the starting period);

**Location:** Office of the Secretariat in Campobasso – Italy / Smart Work;

**Deadline to apply:** **19 May 2021 at 12:00 CET;**

**Interviews planned:** End of May 2021;

#### Who we are & what we do

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The Adriatic Ionian Euroregion (hereinafter referred as AIE) is an association for the promotion of trans-national and inter-regional cooperation between regions and local authorities of the Adriatic and Ionian basin. It brings together 33 regional and local authorities across 6 counties (Italy, Albania, Croatia, BiH, Montenegro, Greece). The AIE supports their members and operates also as a project platform for their members. In this framework AIE is implementing different EU co-funded projects on different topics such as: Sustainable Tourism, Youth, Civil protection, EUSAIR, blue economy, education, etc.

#### Key tasks of the Project Assistants

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The 2 project assistants would be involved in the follow-up of EU co-funded projects of the Adriatic Ionian Euroregion, supporting the project officers and performing the following tasks:

- Assist the work of Project coordinators and officers of the Secretariat in performing project activities and organizing events and animating AIE youth community;
- Liaising with project partners;
- Performing communication duties (in particular on social media)

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#### ADRIATIC IONIAN EUROREGION - JADRANSKO JONSKA EUROREGIJA

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- Supporting in the elaboration of project deliverables, outputs and documents;
- Assisting the financial manager in the elaboration of financial and activity reports;
- Traveling within the territories covered by the project in order to participate to project activities;
- Participate in project meetings / events, including virtual meetings;
- Performing translation service covering Italian and English.

### Knowledge, experience, interests & skills

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- EU citizenship;
- University Education;
- Working fluency in English and Italian is an essential prerequisite;
- Knowledge of territorial cooperation dynamics and on the functioning of territorial cooperation programmes in particular is a strong asset;
- Previous experience (including project or programme management) for – or in close relation – with local and regional authorities will be especially valued;
- Interest in one or several of the thematic fields covered by the Adriatic Ionian Euroregion (see the website: [www.adriaticionianeuroregion.eu](http://www.adriaticionianeuroregion.eu)) will be an asset;
- Strong interpersonal skills, diplomacy, resilience, autonomy and sense of responsibility in task delivery, dynamism and high predisposition for teamwork in a multicultural environment;

### How to apply

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Please send your CV (no more than 2 pages) and a cover letter (1 page) in English before 19 May 2021 to [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu) with the subject: “Application for the selection of Two Project Assistants for European Projects”.

Please note that only short-listed candidates will be contacted for the interviews.

### Contact

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For more information, please contact the AIE Secretariat: [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu)  
[www.adriaticionianeuroregion.eu](http://www.adriaticionianeuroregion.eu)

### Disclaimer

Due to the current health crisis and restrictive measures, all or part of the work may take place through smart working.