



Selection of a Project Assistant for European Projects

The Adriatic Ionian Euroregion is looking for a Project Assistant to join the Secretariat Team

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

Main functions: Under the coordination of the AIE Secretariat, the project assistant will support 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: 10.000,00 Euro (all inclusive);

Starting date: March 2023;

Duration of the contract: December 2023

Location: Office of the Secretariat in Campobasso – Italy / Remote working;

Deadline to apply: [24 February 2023 at 12:00 CET](#);

Interviews planned: End of February 2023.

Who we are & what we do

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 (Albania, Bosnia Herzegovina, Croatia, Greece Italy, Montenegro). The AIE supports their members and operates also as a project platform for their members. In this framework AIE is implementing different EU co-founded projects on different topics such as: Sustainable Tourism, Youth, Civil Protection, EUSAIR, Blue economy, Education, etc.

Key tasks of the Project Assistant

The Project Assistant will be involved in the implementation and follow-up of EU co-founded projects managed by the Adriatic Ionian Euroregion as well as in supporting the project officers and performing the following tasks:

- Assist the work of Project coordinators and officers of the Secretariat in performing project activities, with special reference to the AI-NURECC PLUS initiative, thus including administrative support to the organization of events and youth-related activities;
- Performing administrative duties;

ADRIATIC IONIAN EUROREGION - JADRANSKO JONSKA EUROREGIJA

Registered Office: Branitelja Dubrovnika 45 – 20000 Dubrovnik, Croatia/ Secretariat Office: Via Crispi 1E, 86100 - Campobasso, Italy
Tel. +39 (0) 874 19 61 470 - E-mail: secretariat@adriaticionianeuroregion.eu - OIB-VAT Number: 87750913519

www.adriaticionianeuroregion.eu

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

Knowledge, experience, interests & skills

- EU citizenship;
- University education;
- Fluency in English and Italian is an essential prerequisite;
- Knowledge of territorial cooperation processes and of the functioning of territorial cooperation programmes is considered an asset;
- Previous experience of collaboration 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) will be an asset as well;
- 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

Please send your CV (no more than 2 pages) and a cover letter (1 page) in English before 24 February 2023 at 12:00 CET to the following email address: secretariat@adriaticionianeuroregion.eu. Compulsory subject of the e-mail: “Application for the selection of a Project Assistant for European Projects”.

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

Contact

For more information, please contact the AIE Secretariat: secretariat@adriaticionianeuroregion.eu
www.adriaticionianeuroregion.eu