



**Administration Officer**

Position	Administration Officer
Description	<p>The Administration Officer will assist the Head of the DSP and the Deputy Head of the DSP in order to set up and implement the Danube Strategy Point.</p> <p>She/He will work under the supervision of the Head of the Danube Strategy Point.</p> <p>The Administration Officer will support the activities of the DSP in implementing the EU Danube Strategy by organizing events addressing general issues of the strategy, providing organizational support for the Annual Forum of the EUSDR and contributing to establish the platform for the actors of the strategy.</p> <p>The Administration Officer will support the activities of the DSP in improving and facilitating the communication amongst the relevant actors of the EUSDR by assisting the Senior Officer of the DSP in collection and revision of information, reports and documents and developing an communication tool. Furthermore, the Administration Officer will support the Senior Officer in the development and implementation of an evaluation process.</p>
Duties and Responsibilities	<p>Duties and Responsibilities of the Administration Officer include</p> <ul style="list-style-type: none"> <li>- Assisting the Head of the DSP and Deputy Head in the set-up and implementation process of the DSP and the work plan given by the NCs (support for implementation 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>- Organizing events and meetings addressing general issues of the EUSDR for the DSP, National Coordinators and PACs and providing support to the hosting country and the European Commission in organizing the Annual Forum (planning, implementing, financial accounting and reporting)</li> <li>- Assisting the Senior Officer in the organization of the collection of information, reports and documents on the implementation of the EUSDR, in the management of the external and internal communication and publicity tools/material e.g. by implementing the collection, drafting of publication materials, coordinating procurement, production and publishing</li> <li>- Assisting the Senior Officer in the development and implementation of an evaluation process of the EUSDR in cooperation with the key implementers of the strategy as well as the development and implementation of a monitoring concept for the EUSDR e.g. by providing coordination support, organizing procurement and implementation</li> <li>- Reporting to the Head of the DSP, following his guidelines and advice and implementing and applying in his day-to-day work the appropriate law (e.g. German, Belgian, EU) and following the local and internal policies and regulations of the State Ministry of Baden-Württemberg</li> <li>- Establishing and keeping good contact with all relevant EUSDR actors and participating in selected meetings</li> </ul>
Eligibility criteria	<ul style="list-style-type: none"> <li>- Bachelor's university degree in public administration or finance, congress &amp; event management, business administration, public relations, journalism or</li> </ul>



	<p>other related fields</p> <ul style="list-style-type: none"><li>- Experience in working in project management of events, exhibitions, events, public relations and or experience (at the date of application) in project management, monitoring and/or implementation of cross-border, interregional or other international context (minimum of 3 years at the date of application)</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 setting-up and maintaining web sites, production of leaflets, brochures and other publications, use of new media and/or experience in working with the press</li><li>- Overview on EU affairs</li><li>- Country or regional working experience in the region of the EU Danube Strategy</li><li>- Proficiency in all basic computer application programs, good knowledge in excel is important, knowledge of the creative use of the internet and multimedia technology</li><li>- Good communication and management skills, creative and problem-solving oriented, good team worker, shows high degree of quality and willingness to serve</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 10/E 9 in the salary scale of Baden-Württemberg valid at the given time will be paid.</p>