



JOB OFFER

Organizational unit	European Projects	
Characteristics	Expected date of incorporation	October 2020
	Approximate duration	6 months
	Vacancies	1
	Address	14 Rond-Point Schuman 1040 Bruxelles (Belgium)
	Workday	5 days (37,6 hours) per week
Tasks and responsibilities	<p>The EU Projects Officer's main mission will consist on providing support to NECSTouR and its current Presidency, the Catalan Tourist Board, through the following tasks and responsibilities:</p> <p style="text-align: center;"><u>50% of his or her time is devoted to NECSTouR Projects</u></p> <ol style="list-style-type: none">1) EU Project Implementation: Activity implementation and financial administration of NECSTouR projects under the supervision of the NECSTouR Director.2) EU Project Acquisition: Support to NECSTouR Members on project engineering tasks and monitoring opportunities of European cooperation for regional tourism authorities.3) Support to the NECSTouR Permanent Secretariat running<ul style="list-style-type: none">• Support to the organisation of internal meetings and public events;• Participation to European tourism conferences and drafting minutes to report to the Members;• Assist in general office management tasks. <p style="text-align: center;"><u>50% of his or her time is devoted to Catalan Tourism Board (Presidency of NECSTouR)</u></p> <ol style="list-style-type: none">1) Support the region of Catalonia with the Presidency of NECSTouR: content development: speeches, briefings, presentations; agenda coordination: participation to events, organisation of meetings2) Support the region of Catalonia as Member of NECSTouR: Identify and assess opportunities for the region of Catalonia in the framework of the network, Coordinate and follow up the region of Catalonia's participation in the actions developed by NECSTouR working groups and other initiatives	



3) Support the region Catalonia strategy with EU Affairs and Projects

- Liaising with Barcelona Headquarters, both the Catalan Tourism Board and Director General for Tourism of the Catalan Government
- Support with projects implementation and management
- Networking, identify cooperation opportunities with other regions/stakeholders and Identify financial opportunities and support with projects engineering
- Represent Catalonia in other networks, associations and organizations in which the ACT is a member as well as in the framework of events, meetings

Requirements	Degree/Post Degree qualification	Tourism, economics, law, EU political scientists, or similar
	Skills	Proven communication and networking skills; Proactive, methodical, dynamic and able to work smoothly in a small team
	Languages	Excellent command of English and Spanish Good knowledge of European language other than French and Italian is an asset.
	Office automation	Proficient IT user and proven experience in office management (word, power point and excel);
	Others	Proven track record of EU project management skills (at least 3 years of experience): <ul style="list-style-type: none"> • Financial administration; • Reporting; • Work package coordination; Knowledge of the European Funding Programmes; Knowledge of the tourism industry with a focus on sustainable tourism;
Is valued	Experience in a network/international organisation Knowledge in tourism public administration	
We offer	Good work environment Time flexibility Be part of a leading tourism promotion organization	



Passeig de Gràcia, 105, 3r
08008 Barcelona
Tel. 934 849 900
Fax 934 849 888
www.act.gencat.cat

Possibility of learning and knowledge of the tourism sector and its markets

Work in a multidisciplinary and multimarket team

A temporal contract for replacement under the Belgian law will be offered.

* Due to the applicable security measures against COVID-19 spread, the candidate must be willing to perform his/her duties being home based and preferably be already resident in Belgium

If you are interested in opting for this offer and you consider that you meet the profile, send us your CV by clicking [here](#).