

Job title

Director of Joint Secretariat of the Programme
"European Territorial Cooperation"

Statutory category / body

Contractual Position

Administrative and geographic location / Appointment

Prefecture of Saint-Barthelemy and Saint-Martin

Main activities

Ensure the general operation of the Joint Secretariat (J.S.) and coordinate the activities of the various partners involved in the operational implementation of this European territorial cooperation programme to assist the Managing Authority (M.A.), the Préfète déléguée of Saint-Barthélemy and Saint-Martin, namely to :

- Represent the joint secretariat in its communications with the Management Authority (M.A.), the Certification Authority (C.A.), the Audit Authority (A.A.), the community and extra community partners

- Assist the MA and the two partners (Collectivité of Saint-Martin and the Government of Sint Maarten) in the implementation of the strategy of the programme.

- Prepare the meetings of the programme, including the Monitoring Committee.

- Establish and implement a business plan of the J.S. in connection with the M.A., including: information to beneficiaries and potential beneficiaries, assist in the mounting of projects, reception of dossiers, investigate applications, verification and implementation of a monitoring programme, payment, archiving, information and monitoring of indicators of the programme and the performance framework, follow the audit trail (quality of procedures and selection of best projects), European regulations and national laws in force.

- Submit monthly activity reports to the MA

- Ensure the financial monitoring of the programme and projects, in conjunction with the CA: regular transmission to the Commission of financial data.

Prepare and transmit to the European Commission all documents and reports on the implementation of the programme after validation by the MA.

- Transmit to the European Commission the information and documents required for the closure of the programme.

- Implementation in conjunction with the MA and the two partners (Collectivité of Saint-Martin and the Government of Sint Maarten), of recommendations and corrections resulting from controls and audits.

- Establish a management system and computerized monitoring of the programme and projects.

- Develop the communication and operating strategy of the programme and ensure its implementation.

- Ensure the proper coordination of the "European territorial cooperation" programme with other national or European programmes: EDF, ERDF, INTERREG, Contract for Development

- Ensure communication and coordination between all national or European entities involved: State of France, Collectivite St Martin, Government of Sint Maarten, DG REGIO, DG DEVCO

All documents will be prepared in English and in French.

Specificities of the post / Constraints / Suggestions

- Sense of negotiation.

- Availability.

- Have, with regard to the specificities of this program, both written and oral mastery of the English and French languages, is essential.

- Be willing to move to St. Martin

- **Main Topics of the Cooperation Programme**

- Prevention and risk of flooding of the tank of Belle Plaine (construction of necessary work to be done : retention pond, protective flood dam, establishment of rules during stormwater for futur urban

- Sefinition of a joint management plan of the Simpson Bay Lagoon, and an implementation measures for shipwrecks, clean up, depollution

- Construction of a joint wastewater treatment plant

Experience in one or more of these fields is considered an advantage but not a requirement.

Your main updating skills

Technical knowledge	Know-how	Presentation
Be familiar with professional environment and its intercultural approach/masters level - <i>required</i>	Be able to work in a team / expert level - <i>required</i>	Have inter-personal skills / control level - <i>required</i>
Have legal skills / practical level - <i>required</i>	Analytical skills / expert level - <i>required</i>	Communication skills / masters level - <i>required</i>
Have computer-office skills / practical level - <i>required</i>	Organizational skills / control level - <i>required</i>	Great ability to adapt / masters level - <i>required</i>
Have budget and accounting skills / Practical level - <i>required</i>	Writing skills / expert level - <i>required</i>	
Other: Fluency in English and French Postgraduate university level	Project management skills / expert level - <i>required</i>	

Expected time spent in the position: duration of the programme

Your professional environment

- **Department activities**

Operational management of the European territorial cooperation programme.

- **Composition and staffing of the department**

1 Director and 3 assistants

- **Hierarchical links**

The préfète déléguée of Saint-Barthélemy and Saint-Martin, the Secretary General of the Préfecture, the Managing Authority

- **Functional links**

- State services
- Services of the Collectivité of Saint Martin
- Services of the Government of Sint Maarten
- Services of the European Commission; DEVCO and REGIO
- Services of the Interministerial Commission for Coordination of controls
- Owners
- Where appropriate: other partners involved in the implementation, payment or control of operations

Who to contact?

Préfecture de Saint Barthélemy et de Saint Martin :

- Mme DEFOSSE Gabrielle, cheffe du service de coopération régionale, des fonds européens et des politiques contractuelles : gabrielle.defosse@saint-barth-saint-martin.gouv.fr 0590 44-81-63

Gouvernement de Sint-Maarten, Ministère des Affaires générales, Département de l'Intérieur et des relations avec le Royaume

- Mme LAKE Olivia : Olivia.Lake@sintmaartengov.org +1(721) 542 0896

Collectivité de Saint-Martin

- Mr MORALES Omar : omar.morales@com-saint-martin.fr 0590 29-56-16 / 0690 64-58-36

The applications are to be sent in to: Mme la Préfète déléguée, Préfecture de Saint-Barthélemy et de Saint-Martin, 23 rue de Spring – Concordia, 97150 SAINT-MARTIN

Deadline for application : 18/05/2018