

Announcement for job opportunity Financial Programme Officer for Innovation Norway, Bucharest office

Innovation Norway is seeking new passionate team member to strengthen the capacity of its office in Bucharest, Romania.

We are looking for one Financial Programme Officer with experience from International Financing Instruments (IFI), EU programmes or business development and with a genuine interest in making a difference. We seek pro-active, flexible, solution-oriented team player with an analytical mind and eyes both for details and the big picture alike.

Innovation Norway offers competitive terms and conditions, a variety of challenging tasks, a good working environment and possibilities for international relations. The position is offered on a temporary basis of a duration of 2 years.

Starting date: As soon as possible, 1 April 2019, at the latest.

About Innovation Norway

Innovation Norway, with its head office in Oslo, is a state-owned company under the Norwegian Ministry of Trade, Industry and Fisheries and the Norwegian County Municipalities. The company has 700 employees divided between offices in all the Norwegian counties and in more than 27 countries worldwide.

Innovation Norway in Romania

In Romania, Innovation Norway is acting as Fund Operator for EEA and Norway Grants schemes which represent the contribution of Iceland, Liechtenstein and Norway (the Donor countries) to reduce economic and social disparities and to strengthening bilateral relations with 15 EU countries in Central and Southern Europe. The Grant schemes support development projects in priority areas such as environment and climate change, business development, renewable energy, energy efficiency and energy security, health, childcare, social dialogue and civil society.

Under the current programme period 2014-2021, a total amount of Euro 502.5 mill. has been allocated to Romania, for financing of projects to be proposed by Romanian entities. Of the total allocation Innovation Norway has been appointed as Fund Operator for the following programs:

- "SMEs Growth Romania" with focus on Green Industry Innovation, Blue Growth and Information and Communication Technology (ICT). Total allocation: Euro 45,0 mill.
- "Renewable Energy, Energy Efficiency, Energy Security" with focus on Renewable Energy, Energy Efficiency, Research and Development, Electrification and Trainings/Awareness raising. Total allocation: Euro 62,8 mill.
- "Social Dialogue - Decent Work". Total allocation: Euro 2,2 mill.

More information about the programmes could be found here: www.innovasjon Norge.no/en/start-page/eea-norway-grants

Main working areas for position

- Administrative, technical and financial assessment of project applications
- Preparation and execution in the contracting phase (on-site visits to short-listed candidates, prepare grant contracts, check the fulfilment of pre-contracting conditions)

- Project monitoring, follow-up and reporting
- Financial control (interim progress and eligibility review)
- Claims handling
- Preparation of documentation and control activities
- Promotion and communication activities
- Provide specific expertise in meetings, seminars, conferences that will be organised within the Programmes.

Required qualifications for position

- Bachelor/master's degree or similar in a relevant field (e.g. economics, business management or finance)
- At least five years of work experience possibly in the field of grant management (e.g. management of EU/IFI/other bilateral funds)
- Experience as assessor of 2-3 grant schemes and financial project management
- Basic knowledge about Romanian state aid- and public procurement rules
- Ability to work under pressure and manage his/her responsibilities within tight deadlines
- Excellent reporting- and cross-cultural communication skills
- Excellent technical English as well as Romanian mother tongue
- Availability to travel throughout Romania and abroad
- Good IT skills.

The working language is English.

How to apply:

Applications must include a CV in English and a covering letter explaining suitability for, and interest in, the job. Only applications received electronically through the below link "send an application" will be taken into consideration.

<https://candidate.hr->

[manager.net/ApplicationForm/SinglePageApplicationForm.aspx?cid=1791&departmentId=19016&ProjectId=143589&uiculture=en&Culture=en&MediaId=6](https://candidate.hr-manager.net/ApplicationForm/SinglePageApplicationForm.aspx?cid=1791&departmentId=19016&ProjectId=143589&uiculture=en&Culture=en&MediaId=6)

Application deadline: 3 March 2019, 20:00 hours, Romanian time.

Contact persons:

Mr. Knut Ringstad, Programme Director Bulgaria and Romania

Phone: + 47 41658524

Email: knrin@innovationnorway.no

Ms. Daniela Chifan, Acting Manager/Senior adviser, Innovation Norway Romania

Phone: +40 735882134

Email: daniela.chifan@innovationnorway.no