



Rue du Luxembourg 3 – BE-1000 Brussels

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www.aal-europe.eu

VACANCY FOR A PROGRAMME OFFICER POSITION (M/F)

AT THE CENTRAL MANAGEMENT UNIT (CMU) OF THE AAL ASSOCIATION (BRUSSELS)

The AAL Association (AALA) is implementing the AAL Joint Programme (AAL JP), a European R&DI funding programme in collaboration with 23 Partner States and the European Commission. The objective of the AAL JP is to enhance the quality of life of older people and strengthen the industrial base in Europe through the use of Information and Communication Technologies (ICT), by e.g. funding close-to-market projects. The basis for this collaborative programme is Article 185 (previously 169) of the EU Treaty. The AAL JP is set up for an initial period of six years (2008 – 2013), with the administration of projects presumably lasting until 2016. During this period, the planned total public funding is about € 300 Mio provided by the Partner States and the European Commission. For further information, please do not hesitate to visit our website: <http://www.aal-europe.eu>.

The **Programme Officer** will be responsible, under the management of the Director, for tasks related to the Joint Programme, such as preparation of AAL call for proposals, organise the evaluation process of proposals received, budget optimisation in project implementation phase, follow-up of calls and impact analysis taking into account activities in national programmes, and administration of tasks related to running projects. The Programme Officer will team-work with staff colleagues. In the division of the responsibilities in between them, the specific background and experiences will be taking into account. The Programme Officer will further:

- act as a central contact person to national administrations and national contact persons for tasks related to the Joint Programme;
- develop and maintain contact with stakeholders for programme developments;
- actively taking part in programme development activities;
- coordinates the development and approval of the annual work programme;
- operates and further develops the web-based programme management tool;
- generate content/information to the web-site, news-letters, and media;

Working for the AAL Association gives an almost unique possibility to develop specific skills in a small team, regarding all aspects of the AAL Joint Programme, notably the possibilities and challenges encountered through the running of a Europe-wide R&DI programme, and constitutes a great opportunity to create and develop a number of interesting contacts, through partners' collaboration across Europe. Every single staff member will significantly contribute to the success of the programme. You will be working in a central part of Brussels. We offer a competitive remuneration in relation to experience and qualification and equal opportunities and a non-discrimination policy.



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REQUIREMENTS

The AAL Association is expecting candidates to meet the following requirements, particularly:

- to have a university degree in a relevant discipline for the tasks described above;
- to have a professional experience of at least 5 years corresponding to the profile referred to above;
- good analysing skills and creativity to meet the challenges and perform the activities outlined in the job description;
- be a constructive relationship builder;
- excellent English communication skills;
- excellent computer literacy;
- it is an asset to have experience in industry (product development or marketing) or in national or European programmes in the context of the programme and job description;
- to declare with the submission of their application that the information provided in the application file is true and complete and that any incorrect statement may invalidate the application at any stage in the selection process;
- to start the new position in November 2010 at the latest;
- to fulfil the formal criteria:
 - be a national of one of the AAL Association Member States (see list on our website <http://www.aal-europe.eu/aal-ncp>);
 - have fulfilled any obligations of military service as required by national law;

APPLICATION PROCEDURE

Please send your electronic application (motivation letter and CV in Europass format) by e-mail to maud.pasquier@aal-europe.eu, enclosing copies of documents you consider relevant (e.g. degrees/diplomas, references, etc.). The interviews will take place during weeks 27-28/2010.

CLOSING DATE IS 25 JUNE 2010.

Further questions can be addressed to the AALA Secretariat:

Ms Maud Pasquier

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maud.pasquier@aal-europe.eu