

SERVICE D'ACCUEIL ET D'INFORMATION JURIDIQUE			
Jours et heures d'ouverture			
valables à partir du 3 février 2004			
LUXEMBOURG 18, Côte d' Eich (Coin Côte d'Eich - rue du Nord) tél.: 22 18 46	Tous les jours ouvrables: (Lundi matin uniquement sur rendez-vous)	8.30 - 11.00 hrs	14.30 - 17.00 hrs
	Services supplémentaires:		
	• Droits de la femme Mercredi - après-midi (12, Côte d' Eich - 2e étage / bur. 214)		14.00 - 17.30 hrs
	• Service assuré par l'Ordre des avocats Samedi – matin (en dehors des vacances scolaires) (12, Côte d' Eich - salle d'expert. - r.d.ch.)	10.00 - 11.30 hrs	
ESCH/ALZETTE Justice de Paix Place de la Résistance rez-de-chaussée tél.: 54 15 52	Mardi	08.30 - 11.00 hrs	14.30 - 17.00 hrs
	Jeudi	08.30 - 11.00 hrs	14.30 - 17.00 hrs
DIEKIRCH Justice de Paix Place Bech rez-de-chaussée tél.: 80 23 15	Vendredi		15.00 - 17.00 hrs

Pour tout autre renseignement supplémentaire, le service d'accueil et d'information juridique est accessible du lundi au vendredi aux heures indiquées ci-dessus par téléphone au N° **22 18 46**.

Call for two positions
in the INTERREG IIIC
West Secretariat –
Lille (F)

- Project and Events Officer
- IT and Administrative
Assistant

The seven Member States of the West Zone, which encompasses all or part of Belgium, Germany, France, Ireland, Luxembourg, the Netherlands and the United Kingdom, co-operate on inter-regional policies in the framework of the EU-programme INTERREG IIIC. For the implementation of this programme, they have set up a Joint Technical Secretariat with a staff of six, located in Lille, France, and currently have two new vacancies.

GENERAL EMPLOYMENT
NOTES

The details below refer to the two new positions at the Secretariat:

TERMS OF EMPLOYMENT

Both roles are based on a contract under French law. Contracts will be made between individuals and an organisation which is mandated by the Conseil Régional Nord - Pas de Calais, the Managing Authority of the programme. **The corresponding assignments will start beginning of 2004, and will, depending on the position, last until the end of 2006 or 2008 (see profiles). Candidates should be prepared to relocate to the vicinity of Lille, France.**

REMUNERATION PACKAGE

The Secretariat offers a competitive salary along with comprehensive medical cover and pension. In addition to the salary conditions mentioned below, the repayment

of moving costs, and the equivalent of one month[Æ]s net salary to cover settling down costs are foreseen.

APPLICATIONS

All applications, including a Curriculum Vitae and a typed covering letter indicating the position you are applying for, should be submitted in English. This documentation will form the basis of the initial stage of candidate assessment. If successful, candidates will be asked to come to Lille for interview and to complete a written examination.

The applications are to be sent by e-mail (preferably) or by post to:

Email: west@interreg3c.net
Mail: INTERREG IIIC Ouest
- 24 Boulevard Carnot
- 3e étage - F-59800 LILLE.
"For the attention of Michel Lamblin, Programme Manager"
Please, quote: "Job applications 2004"
Last date of application: Sunday 15th February 2004. Interviews are foreseen on 4th March in Lille (F)

Project and Events
Officer (contract until
end 2006)

In charge of:

Task A: assisting INTERREG IIIC project developers, candidates and applicants on project-content and financial and budgetary issues.

Task B: preparing EU level events for the whole INTERREG IIIC programme area.

Reporting to the Programme Manager, in relationship with the Deputy Programme Manager, the Project Development Officer (Task A) and the Communication Officer (Task B)

Details

Task A

- Assistance to West zone applicants, in cooperation with the 3 other INTERREG IIIC zones;
- Support and advice to project candidates on project development and strategic issues (in co-operation with the Project Development Officer) and on financial and budgetary issues (in cooperation with the Administration and Finance Officer);
- Assistance to the Lead Partners of approved projects on project implementation, including contractual obligations, monitoring, reporting and payment procedures;
- Project assessment (eligibility check and quality assessment) and preparation of related reports in close co-operation with the Project Development Officer;
- Work on the INTERREG IIIC database for project assessment and monitoring of approved operations.

Task B

- Organisation of EU-level meetings, seminars and conferences, in close cooperation with the other zones of the INTERREG IIIC programme, the INTERact Managing Authority, and the European Commission;
- Production of event publications (in English and French), including proofreading;
- Negotiation with subcontractors;
- Assistance in Media relations.

Qualifications / Selection
criteria

Basic requirements:

- Degree in a relevant field
- Excellent organisation, communication, diplomacy and

interpersonal skills

- Fluency in English, and proficiency in at least one of the other three West zone official languages (German, Dutch, French)

- Excellent writing and editing skills;
- Computer literacy;
- Capacity to work in an international environment; Open-minded and independent but a good team worker;
- Ability to propose and implement solutions
- Knowledge of European regional policy and the Structural Funds;
- Willingness to live and work in Lille, France.

Other relevant experience (taken into consideration to score eligible candidates and grant seniority in the salary scale)

- Knowledge of European Union institutions and policies, Cohesion policy in particular, preferably through practical experience;
- Knowledge of national, regional or local co-operation policies, particularly in the West Zone member states and preferably through work experience;
- Experience in EU-funded projects or programmes, preferably on Structural Funds and/or cross-border, transnational or inter-regional co-operation;
- Experience in organising events and working with the press;
- Experience of working with international public or private organisations.

The net salary after income tax would be EUR 2400 to EUR 2500 per month for a single person without children, depending on the position/responsibilities/experience.

IT and Administrative
Assistant (contract
until end 2008)

Main tasks: Information Technology (IT) support and administrative assistance to the INTERREG IIIC West Joint Technical Secretariat (JTS) Reporting to the Programme Manager, in relationship with and via the Programme Assistant.

Details

- Management of the INTERREG IIIC West Database;
- Updating of a database (compatible with the 3 other INTERREG IIIC zones);
- Responsibility for the security, reliability and efficiency of the collection, storage and circulation of computerised data within the Secretariat, as well as with the other INTERREG IIIC Secretariats and with external organisations (European Commission, INTERACT, project partners, etc.);
- Management of the secretariat's computer system (hardware/software), including the definition of related standards (e.g.

security, functions and features);

- Updating of the website;
- Providing training and IT advice to other members of the JTS

- Maintenance of internal filing system
- General office assistance including compilation and distribution of information material

Qualifications / Selection
criteria

Basic requirements:

- High degree or professional experience in IT
- Excellent knowledge of Microsoft Exchange Server, Outlook, Microsoft Explorer, Microsoft Office, Database
- Good command of English and proficiency in at least one of the other three West Zone official languages (German, Dutch, French); notions of French could be very useful to work with IT providers and consultancies
- Capacity to work in a multicultural / international environment and to understand the IT needs of the West Zone secretariat.
- Ability to propose and implement solutions in the job related tasks
- Good communication, organisational and interpersonal skills, resourceful, able to take initiatives, team worker.
- Willingness to live and work in Lille, France
- Experience of working in international organisations.

The net salary after income tax would be EUR 2100

to EUR 2300 per month for a single person without children, depending on the position/responsibilities/experience.

SERVICE NATIONAL DE LA
PROTECTION CIVILE
AVIS D'ADJUDICATION

Le 18 février 2004 à 10.00 heures, il sera procédé dans la salle de conférence (1er étage) de la Direction de la Protection Civile, 1, rue Robert Stümper à L-2557 Luxembourg, à l'ouverture de la soumission publique relative à

la fourniture de carburants et de gasoil de chauffage pour les besoins du Service National de la Protection Civile.

Les bordereaux de soumission et le cahier spécial des charges sont à la disposition des intéressés à la Direction de la Protection Civile, 1, rue Robert Stümper à L-2557 Luxembourg (1er étage, bureau no. 106)

Les soumissions conformes aux dispositions du règlement grand-ducal du 7 juillet 2003 portant exécution de la loi du 30 juin 2003 sur les marchés publics et aux conditions du cahier spécial des charges devront être parvenues à la Direction de la Protection Civile, 1, rue Robert Stümper à L-2557 Luxembourg **avant le 18 février 2004 à 10.00 heures.**

LE CENTRE DE LANGUES	
présente une nouvelle série de cours entre le 1er mars et le 6 juillet 2004	
MIEUX CONNAITRE LE LUXEMBOURG, SES HABITANTS ET SA LANGUE	
1) Réalités luxembourgeoises Comment vivent les Luxembourgeois? Quelles sont leurs idées et leurs croyances? Comment se définissent-ils par rapport à l'Europe? 1 x 2 heures par semaine, le mardi de 12h10 à 13h50 Langue: français de niveau avancé Droits d'inscription: 90€	
2) La presse francophone: écrire pour être publié Aller à la rencontre des publications en français. Ecrire des articles en français pour être publiés dans un journal. 2 x 2 heures par semaine, le mardi et le jeudi de 18h00 à 19h40 Langue: français de niveau avancé Droits d'inscription: 120€	
3) La vie culturelle: vivre la culture au Luxembourg Rencontrer des écrivains, des acteurs, des metteurs en scène, ... Assister aux spectacles, échanger des commentaires, ... 1 x 2 heures par semaine, le mercredi de 18h00 à 19h40 Langue: français de niveau intermédiaire ou avancé Droits d'inscription: 90€	
4) L'orthographe S'exprimer mieux, écrire correctement, découvrir les outils de correction 1 x 2 heures par semaine, le jeudi de 17h15 à 18h55 Langue: luxembourgeois de niveau avancé Droits d'inscription: 90€	
Les inscriptions se font jusqu'au 6 février 2004 au CENTRE DE LANGUES 21, boulevard de la Foire TÉL.: 26 44 30 – 1	L-1528 LUXEMBOURG Fax: 26 44 30 30