

CALL FOR EU PROJECT OFFICER
to support NECSTouR and the Catalan Tourism Board

May 2018 – May 2019

Background

NECSTouR a.s.b.l., the Network of European Regions for a Sustainable and Competitive Tourism, gathers 37 regions of Europe with a strong competency in tourism, as well as tourism-related academic organisations such as universities and research institutes, and representatives of sustainable and responsible tourism business associations and networks from around 20 Countries of the European Economic Area.

The **Catalan Tourist Board** (CTB) was set up by the Government of Catalonia and is responsible for implementing the government's tourism promotion policies.

The Catalan Tourist Board was created as a body of the Government of Catalonia under **Law 15/2007**, of 5 December 2007 (in Catalan), in accordance with the powers related to tourism conferred by article 171 of the Catalan Statute of Self-Government. The purpose of the CTB is to promote Catalonia as a leading tourist destination based on quality and the social and economic profitability of the tourism industry. The CTB is at the forefront of making the attractions of the Catalan territory known abroad. It is the responsibility of the CTB to promote and sell Catalan tourist products in the world through co-management and co-participation with the private sector.

The CTB is part of the Ministry of Business and Knowledge. It draws its members from the **Government of Catalonia**, the General Council of the Catalan Chambers of Commerce, representing the private sector, from the **tourism boards** of the **provincial councils** of Barcelona, Tarragona, Lleida and Girona, and from the mixed public and private tourism board of the Catalan capital, Turisme de Barcelona.

Tasks and Responsibilities

The EU Projects Officer's main mission will consist on providing support to NECSTouR and its current Presidency, the Catalan Tourism Board through the following tasks and responsibilities:

[50% of his or her time is devoted to NECSTouR Projects](#)

- 1) EU Project Implementation** of NECSTouR current projects/initiatives in terms of activity implementation and financial administration, under the supervision of the NECSTouR Coordinator
- 2) EU Project Support** to the NECSTouR Permanent Secretariat in the overall European projects management, engineering and monitoring
- 3) Support to the NECSTouR Permanent Secretariat running**
 - 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.

50% of his or her time is devoted to Catalan Tourism Board (Presidency of NECSTouR)

- 1) Support the region of Catalonia with the Presidency of NECSTouR:** content development: speeches, briefings, presentations; agenda coordination: participation to events, organisation of meetings
- 2) 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

Profile and skills

- Degree/Post Degree qualification in: tourism, economics, law, EU political scientists, or similar
- Proven track record of EU project management skills (at least 1 year of experience):
 - Financial administration;
 - Reporting;
 - Work package coordination;
- Knowledge of the European Funding Programmes;
- Knowledge of the tourism industry with a focus on sustainable tourism;
- Proven communication and networking skills;
- Proactive, methodical, dynamic and able to work smoothly in a small team;
- Proficient IT user and proven experience in office management (word, power point and excel);
- Languages:
 - Excellent command of English and Spanish
 - Good knowledge of other language is an asset;
- Experience in a network/international organisation is an asset;
- Knowledge in tourism public administration is an asset.

Financial, administrative and insurance conditions

- The position is based in Brussels for 5 days (37,6 hours) per week;
- Working schedule:
 - from Monday to Thursday: from 09.00h until 18.00h
 - Friday: from 09.00 until 16.00h
 - 1h break lunch per day
- NECSTouR will offer a temporal contract for replacement under the Belgian law

How to apply

- Candidates should send their CV and cover letter to the NECSTouR Coordinator: Cristina.nunez@necstour.eu
- Candidates must be in a position to certify with official documents any information provided in their CV and cover letter.