



URBAN INNOVATIVE ACTIONS INITIATIVE PERMAMENT SECRETARIAT RECRUITMENT

Call for a long term contract

PROJECT OFFICER

In the Urban Innovative Actions Permanent Secretariat in Lille
(France)

Reporting to: Project Coordinator

1. Programme Implementation

- Contribution to the development and updating of the Urban Innovative Actions (UIA) Initiative and European Urban Initiative – Innovative Actions (EUI-IA) by participation in the working groups; data collections; studies; etc.
- Contribution to the Initiatives' Annual Work Programmes
- Contribution to Initiatives' management and reporting requirements (activity and financial)
- Participation in the elaboration of methodologies, process, tools and templates
- Contribution to the Initiatives' communication (website, brochures, documents etc.)
- Assistance on the Initiatives' audit and control matters
- Cooperation with the Urban Contact Points
- Contribution to the preparation of and active participation in the Initiatives meetings and events
- Contribution to the set-up and implementation of the Programme Monitoring Systems (PMS) including the provision of aggregated information
- Contribution to the Initiatives' evaluation
- Assistance in the coordination and exchange with other programmes and networks (e.g. Urbact, Urban Agenda for the EU Partnerships; etc.)

1.1 Project development

- Contribution to the organisation of Calls for Proposals
- Assistance to individual applicants in the development of their project on administrative matters (via guidelines, email, telephone, meetings seminars etc.)
- Input to the Applicants Pack, Guidance and other information material

1.2 Project assessment

- Participation in the assessments of submitted applications on the basis of criteria adopted (eligibility, strategic and operational)
- Participation in the set-up of a panel of thematic experts for project strategic assessment and quality control of their work
- Provide advice and guidance to the Expert Panel concerning project selection, attending meetings, drafting documents etc.
- Follow-up of the decisions made by the Selection Committee

1.3 Project implementation

- Follow-up of project implementation: project management, monitoring, financial claims and contractual set-up. Indicative portfolio of around 12 projects at different stages of the implementation process
- Continuous preventative monitoring of smooth project implementation, identifying potential issues and finding appropriate solutions
- Monitoring and reviewing of activities and finance, outputs and results on a regular basis
- Contact with national, regional, local and other relevant stakeholders
- Participation in project events and evaluations

1.4. Project transfer and closure

- Assistance in setting up project transfer partnerships
- Assistance on project closure matters

2. Knowledge capitalisation and dissemination; Capacity building

- Participation in the recruitment of experts in charge of capturing the knowledge stemming from the implementation of approved projects
- Ongoing quality control of experts' work and outputs related to project implementation
- Coordination of experts and other urban stakeholders for the production of "knowledge outputs" (papers, reports, web articles, videos, podcasts, etc.)
- Contribution to knowledge dissemination and capitalisation activities
- Contribution to capacity building activities

3. Additional Tasks

- Other additional tasks of relevance to the position

4. Basic Requirements

- Master's degree or equivalent professional qualification in a relevant field and minimum 3 years demonstrated experience in management and follow up of complex EU-funded urban/territorial projects (including physical investments and multi-stakeholder local partnerships)
- High level of proficiency and fluency in English with a good level of French as an asset
- Good team player with capacity to work in a multicultural / international and multilingual environment
- Knowledge of EU institutions, policies and regulations, in particular Cohesion Policy
- Knowledge of the main urban trends and urban dimension of EU policies
- Computer literacy
- Flexible approach to work; prepared to travel and work irregular hours
 - Good communication and drafting skills

GENERAL INFORMATION FOR APPLICANTS

1. Applications

- Applications should reach the Permanent Secretariat by **Tuesday 7 June at 12 noon CET**. We will not consider any application sent beyond that deadline.
- A cover letter should be emailed along with your CV to the following email address only: recruitment@uia-initiative.eu. Those documents should be in English and/or French. Please indicate in the subject line of your email the job position you are applying for.
- An individual email will be sent to all short-listed candidates. Candidates will be expected to confirm their participation to interviews by email return. Due to the large amount of

applications expected, if candidates have not heard anything by **Friday 17 June 2022**, they should consider they have not been shortlisted. We will not be able to provide further individual feedback at that stage.

- Interviews will either take place by video conference or in our offices located at: Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France, provisioned for the week commencing **Monday 20 June 2022**. Transport and accommodation costs will be reimbursed in compliance with the Initiative rules.

2. Confidentiality

Candidates are reminded that the selection is confidential and that all requests for information in relation to the selection should be emailed to: recruitment@uia-initiative.eu

3. Equal opportunities

Equal opportunities policy without distinction on the grounds of gender, race, religion or belief, disability, age or sexual orientation will be applied.

4. Terms and conditions of employment

- The working place is located at the office based in Lille, France
- The position is based on a **contract under French law**.
- Contract will be made between the individual and the GECOTTI (employer), on behalf of the Région Hauts-de-France, Managing Authority (EE) of the programme.
- The corresponding assignment is based on long term contract and is expected to start **as soon as possible**.
- The jobholder will be offered a gross monthly salary starting from € 3,921 (around € 3029 net before income tax).

THE URBAN INNOVATIVE ACTIONS PROGRAMME

1. Background

One of the aims for the delivery of the European Structural and Investment Funds (ESI Funds) for the period 2014-2020 is to promote sustainable urban development. In particular, the European Regional Development Fund (ERDF) may support innovative actions in this area. The Urban Innovative Actions Initiative has been set up to identify and test innovative new solutions to the many challenges faced by urban areas in Europe.

For the period 2021-2027, the urban dimension of Cohesion policy has been strengthened. The new Policy Objective 'a Europe closer to Citizens' has been introduced to the main policy framework as an enhanced commitment to integrated territorial development and includes a specific objective to foster sustainable urban development. The Pact of Amsterdam, signed in 2016, launched the Urban Agenda for the EU in the frame of intergovernmental cooperation on urban matters. The New Leipzig Charter adopted in November 2020 puts forward a revised vision for sustainable urban development

in Europe. In this context the Cohesion policy legislative package for 2021-2027 includes the establishment of a European Urban Initiative (EUI).

2. The UIA & EUI Initiatives

The Urban Innovative Actions initiative has a budget of € 372 million for the period 2014-2020. Projects were selected through calls for proposals for urban areas representing more than a 50 000 population. The ERDF contribution is up to € 5 million per project and 80% of the project budget. In general the project duration is 3 years with call topics defined by the European Commission for each call. Projects were selected against the following criteria: the level of innovativeness, quality, partnership, measurability of results, and transferability at the EU level.

The legal basis of the European Urban Initiative is included in the European Regional Development Fund/Cohesion Fund Regulation for the period 2021-2027. The overall objectives of the EUI are (i) to strengthen integrated and participatory approaches to sustainable urban development, and (ii) to provide a stronger link to EU policies, and in particular to Cohesion policy. This novel initiative is an essential tool to support cities of all sizes, to build capacity and knowledge, to support innovation and develop transferable and scalable innovative solutions to urban challenges of EU relevance.

THE ROLE OF THE SECRETARIAT

The Entrusted Entity of the UIA Initiative is the Région Hauts-de-France based in Lille. The Permanent Secretariat assists the Entrusted Entity in the implementation of its tasks and responsibilities.

The tasks are set out in the Delegation Agreement between the Région Hauts-de-France and the European Commission and comprise:

- To prepare guidance for applicants and beneficiaries
- To prepare an annual work programme
- To organise calls
- To set up an expert panel
- To select actions
- To sign with the beneficiary a grant agreement
- To examine the reports submitted by the beneficiaries and execute payments to the beneficiaries
- To monitor individual actions
- To organise communication activities
- To disseminate results
- To set up and ensure the functioning of an effective and efficient internal control system
- To ensure the individual actions are audited
- To report to the European Commission on implementation

The Région Hauts-de-France has also recently been selected to act as Entrusted Entity for EUI.