



## **URBAN INNOVATIVE ACTIONS PROGRAMME PERMAMENT SECRETARIAT RECRUITMENT 2017**

Call for one job position on 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 Initiative (working groups; data collections, studies etc.)
- Contribution to the Initiative Annual Work Programme
- Contribution to Initiative reporting requirements
- Participation in the elaboration of methodologies, process, tools and templates
- Contribution to the Initiative communication (website, brochures, documents etc.)
- Contribution to the Initiative capitalisation
- Contribution to the preparation of and active participation in Initiative meetings and events
- Contribution to the set-up and implementation of the Programme Monitoring System (PMS) including the provision of aggregated information
- Contribution to the Initiative evaluation
- Assistance in the coordination and exchange with other programmes and networks (e.g. Urban Development Network, Urbact, 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 by the Programme
- Participation in the set-up of a panel of thematic experts 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 Expert Panel with project applicants

#### 1.3 Project implementation

- Follow-up of project implementation: project management, monitoring and contractual set-up
- 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 evaluation
- Maintaining relationships with UIA project experts and review of their outputs

#### 1.4. Project Closure

- Assistance on project closure matters and transfer
- Capitalisation of project outputs, results and knowledge gained (reports, best practice etc.)

## **2. Additional Tasks**

- Other additional tasks of relevance to the position

## **3. Basic Requirements**

- Masters degree or equivalent professional qualification in a relevant field and minimum 3 years demonstrated experience in EU project / programme management, territorial development/planning systems and/or policies, preferably in an urban and international context
- 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 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**

- Applications should reach the Permanent Secretariat by **Monday 4 December 2017** 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](mailto: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. They will then receive a full information pack (location, hotel...). Due to the large amount of applications expected, if candidates have not heard anything by **Friday 15 December**, they should consider they have not been shortlisted. We will not be able to provide further individual feedback at that stage.
- Interviews should take place in our offices located at: Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France, on the week commencing **Monday 18**

**December 2017.** Transport and accommodation costs will be reimbursed in compliance with the Initiative rules.

#### 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](mailto:recruitment@uia-initiative.eu)

#### Equal opportunities

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

#### 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, Entrusted Entity (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 **€ 3756** (around € 2860 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.

### **2 / The UIA Initiative**

The Urban Innovative Actions initiative has a budget of € 372 million for the period 2014-2020. Projects will be selected through calls for proposals for urban areas representing more than a 50 000 population. The ERDF contribution will be up to € 5 million per project and 80% of the project budget. The maximum project duration shall be 3 years with call topics defined by the European Commission for each call.

Projects will be selected against the following criteria: the level of innovativeness, quality, partnership, measurability of results, and transferability at the EU level.

## 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