



EUROPEAN UNION
European Regional Development Fund



Région
Hauts-de-France



**URBAN INNOVATIVE ACTIONS INITIATIVE
PERMANENT SECRETARIAT RECRUITMENT 2019**

Call for a job position on a fixed-term contract

PROJECT and DISSEMINATION OFFICER

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

JOB DESCRIPTION : PROJECT AND DISSEMINATION OFFICER

Reporting to: Project Coordinator

1. Initiative Implementation

- Contribution to the development and updating of the Initiative (working groups; data collections, studies etc.)
- Contribution to the Initiative Annual Work Programme and other reporting requirements
- Participation in the elaboration and improvement of methodologies, process, tools and templates
- Contribution to Initiative communication (website, brochures, documents etc.)
- Contribution to the set-up and implementation of the Initiative Monitoring System including the provision of aggregated information
- Contribution to the Initiative evaluation

2. Initiative dissemination and capitalisation

- Contribution to the definition of a strategy for the dissemination of the main lessons and experiences from UIA projects (including digital dimension)
- Contribution to the definition of the main activities for capitalisation of the thematic and operational knowledge generated by UIA project
- Assistance in the coordination and exchange with other programmes and networks (e.g. Urban Development Network, Urbact, etc.) for dissemination and capitalisation activities
- Design, organisation and delivery of dissemination events
- Coordination of experts and other urban stakeholders for the production of “knowledge outputs” (papers, reports, blogposts, etc.)

3. Project development

- Contribution to the organisation of UIA Calls for Proposals
- Assistance to individual applicants in the development of their project on administrative matters (via guidelines, email, telephone, meetings, seminars etc.)
- Contribution to design and delivery of new support tools for individual applicants (webinars, online consultations, etc.)
- Input to the Applicants Pack, guidance and other information material

4. Project assessment

- Participation in the assessments of submitted applications on the basis of criteria adopted by the Initiative. More specifically the job holder will be actively contributing to the Eligibility check as well to the Operational Assessment of shortlisted proposals (verifying the overall feasibility of the proposals by assessing their work plan, budget, management structures and communication activities)
- Participation in the set-up of a Panel of External experts and quality control of their work
- Provide advice and guidance to the Panel of External experts concerning project selection, attending meetings, drafting documents etc.
- Follow-up of the decisions made by the Experts Panel with project applicants

5. Project implementation

- Follow-up of project implementation of a portfolio of around 6 funded projects: ongoing 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

6. Project knowledge

- Participation in the recruitment of UIA Experts in charge of extracting the knowledge stemming from the implementation of approved projects
- Ongoing quality control of UIA Experts' work and the outputs they produce

7. Project Closure

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

8. Additional Tasks

- Other additional tasks of relevance to the position

BASIC REQUIREMENTS

- Masters degree or equivalent professional qualification in a relevant field (e.g. political sciences, urban studies, spatial planning, law)
- Knowledge of the main urban dynamics and trends in Europe, knowledge of the urban dimension of EU policies and interest for urban innovation
- Knowledge and experience of management of urban/regional EU funded projects and/or in dissemination/capitalisation activities related to urban matters and addressed to urban stakeholders. Will be considered as relevant the experiences in EU/national agencies/organisations/bodies funding urban/regional projects (preferred option) as well in local/regional authorities implementing EU funded local projects.
- Knowledge of EU institutions, policies and regulations, in particular Cohesion Policy
- Experience of presenting knowledge in creative ways (e.g. use of film, visual narratives, different styles of reporting in both print and digital)
- Ability to produce contents (reports, articles, blogposts, etc) that incorporate learning from urban projects and practices for an audience of practitioners and policy-makers.
- High level of proficiency and fluency in English with particularly good communication and drafting skills for dissemination activities. A good level of French will be considered an asset.
- Good team player with capacity to work in a multicultural / international and multilingual environment.
- Computer literacy.

- Flexible approach to work and prepared to travel.

THE URBAN INNOVATIVE ACTIONS INITIATIVE

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.

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 (EE) of the UIA Initiative is the Région Hauts-de-France based in Lille, France. The Permanent Secretariat (PS) assists the EE 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 provide the Commission with all the necessary information for evaluation

GENERAL INFORMATION FOR APPLICANTS

- Applications should reach the Permanent Secretariat by **Friday 5 April 2019** 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 by **Tuesday 23 April 2019** at the latest. 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 this date, 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 **Monday 29 and Tuesday 30 April 2019**. 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

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**.
- A contract will be made between the individual and the GEIE GECOTTI-PE (employer), on behalf of the Région Hauts-de-France, Entrusted Entity (EE) of the UIA Initiative.
- The corresponding assignment is based initially on an **18 month fixed term contract** and is expected to start **as soon as possible**
- The jobholder will be offered a gross monthly salary starting from **€3220 depending on experience**