

Job announcement
Contracting and Finance Officer
for the URBACT IV programme

The Joint Secretariat of the URBACT IV programme is looking for a **Contracting and Finance Officer** to ensure management of contracting procedures and financial engagement between parties.

1. About the URBACT IV programme

Since 2002, the European Territorial Cooperation programme URBACT, has been driving change all over Europe by enabling the cooperation and idea exchange amongst cities within thematic networks, by building the skills of local stakeholders in the design and implementation of integrated and participatory policies, and by sharing knowledge and good city practices.

URBACT is currently in its 4th programming period (URBACT IV 2021-2027) and is co-financed by the European Regional Development Fund (ERDF) with a budget of EUR 79 769 000 and by the Instrument for Pre-Accession Assistance with a budget of EUR 5 000 000. More information about the programme is available on www.urbact.eu

URBACT main beneficiaries are cities from Europe (municipalities, metropolitan authorities, agglomerations) and from countries benefitting from the Instrument for Pre-Accession like Albania, Bosnia-Herzegovina, Montenegro, North Macedonia, and Serbia.

URBACT IV offers to cities:

Networks: an URBACT network is a safe space for a group of cities from different countries that face similar challenges to share experiences and to develop long-term solutions, within a tailored methodological framework that can last up to three years.

Capacity-building: URBACT is widely recognised for building the skills of city staff and stakeholders in designing and implementing integrated policies in a participatory way. Capacity-building activities include trainings and workshops: the **URBACT Universities**, the National Campus, but also online interactive sessions that showcase practical tools to be used in a collaborative way. You can find out more about URBACT's capacity-building offer at urbact.eu/capacity-building

Communication and Knowledge dissemination: URBACT promotes the latest thinking, good practices and policy recommendations on European urban trends.

The experience and case studies come from the URBACT Networks, lighthouse cities and strategic partnerships. URBACT's insights are gathered in the Knowledge Hub (urbact.eu/knowledge-hub) and are shared through URBACT landmark large-scale event since 2015, the [URBACT City Festival](http://urbact.eu/city-festival).

2. URBACT's governance structure

The **European Commission** (Directorate General for Regional and Urban Policy) oversees URBACT and guarantees that activities continue to play a key role in the EU Cohesion Policy.

The **Monitoring Committee**, which is represented by the EU Member and Partner States, the European Commission, IPA Countries, the European Committee of the Regions and the Council of European Municipalities and Regions, defines the strategic direction of the URBACT programme and takes decisions about activities to be implemented.

The **Managing Authority**, hosted by the French National Agency for Territorial Cohesion (Agence Nationale de la Cohésion des Territoires-ANCT) based in Paris (FR), is in charge of the management of the URBACT programme. ANCT is a national public administration responsible with the implementation of the national city policy (*politique de la ville*) aiming to reduce development gaps within cities.

The **URBACT Joint Secretariat**, based in Paris (FR), implements the decisions taken by the Monitoring Committee. The Secretariat designs and delivers activities related to the objectives of the URBACT Programme. The members of the Secretariat are contracted by Agence Nationale de la Cohésion des Territoires (URBACT's Managing Authority).

3. The URBACT Secretariat

The URBACT Secretariat is composed of 18 people and is administratively attached to the National Agency for Territorial Cohesion, the URBACT Programme Managing Authority.

The role of the URBACT Secretariat is to implement and manage the Programme on behalf of the Managing Authority (ANCT), the European Commission and the participating States (27 EU Member States, Switzerland and Norway).

To this end, the Secretariat creates and supports city networks, recruits experts, organises and facilitates training and exchange sessions, implements the knowledge and communication strategy and manages the programme's budget.

4. Role of the Contracting and Financial Officer

General Responsibilities

- Report to the Director;
- Responsible with contracting procedures of service providers, partners and other external parties contributing to the implementation of the URBACT programme activities;
- Monitor the implementation of the contracts and process invoices and request for reimbursements.

Tasks

- Prepare the tendering documents in cooperation with other Joint Secretariat staff and the ANCT - Unit of Public Procurements;
- Prepare the contractual and administrative templates for service contracts, agreements and subsidy contracts;
- Monitor the implementation of contracts and agreements;

- Perform financial control of incoming invoices and ensure proper documentation for the audit trail.
- Support the financial management and the internal monitoring and control of spending;
- Manage service contracts and other type of contractual engagements;
- Processing the invoices and request for payments made by contracted external parties in the accounting software and other relevant information systems;
- Prepare reports, financial overviews, statistics and other materials;
- Ensure audit trail for contracts;
- Fulfil other competence-related duties assigned by the Director as resulting from the mission and needs of the URBACT programme.

5. Required Profile

Education

A university degree in a relevant field.

Professional experience:

At least 3 years' experience, in particular in the following fields:

- in EU-funded projects or programmes, preferably on Structural Funds and/or cross-border, transnational or interregional cooperation;
- public procurements;
- subsidy contracts;

Languages:

- High level of proficiency and fluency in English;
- Proficiency in French.

Know-how and tools:

- Excellent computer literacy;
- Ability to work with various Information Systems.

Interpersonal skills:

- Capacity to work in an international environment;
- Excellent organisation, communication, diplomacy and interpersonal skills
- Flexible approach to work;
- Willing to travel in Europe.

Other important skills:

- Accuracy and assertiveness
- Sense of initiative; ability to anticipate, propose and implement solutions
- Open-mindedness; independence, but good team working abilities

6. Additional information

Confidentiality

Candidates are reminded that the selection process is confidential. All enquiries or requests for information or documentation in relation to the selection should be addressed to the address referred below. Candidates are asked to report any potential change of contact information in writing without delay.

Equal Opportunities

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

Salary and benefits

The proposed hiring salary will be based on successful candidate's experience.

Benefits include discount prices at ANCT canteen, complementary health insurance, reimbursement of public transport pass for Île-de-France and/or soft mobility.

Employer

URBACT staff are employed by the French Agency for the Cohesion of Territories (Agence Nationale de la Cohésion des Territoires). The contract can be a private contract or a public contract under French law.

Working place

The URBACT Secretariat regularly works at the:
Agence Nationale de la Cohésion des Territoires
20, Avenue de Ségur
75007 Paris

Under current rules teleworking is allowed for a maximum of 3 days/week.

Contract starting date and duration

Working at the URBACT Joint Secretariat should start as soon as possible. The contract is of undetermined duration. The trial period duration is four months.

7. Submission of Applications

Interested candidates are invited to send their **applications in English, including a Curriculum Vitae (Europass format), and a cover letter** outlining their relevant experience and what motivates them for the job.

Supporting documents such as diplomas or references might be requested on demand.

Shortlisted candidates will be invited to conduct an exercise followed by an interview, preferably in Paris.

Applications should be sent by email to **Teofil Gherca, Director of URBACT programme, at t.gherca@urbact.eu and recrutement.anct@anct.gouv.fr.**

Deadline for application and recruitment procedure

Applications must be submitted before **28 May 2023 at midnight CET**.

Face-to-face and/or remote interviews may be arranged with a small number of pre-selected candidates. Interview dates will be communicated to the relevant applicants at a later stage.