

## Job announcement

### Head of Unit – Networks and Capacity Building for the URBACT IV programme

The Joint Secretariat of the URBACT IV programme is looking for a **Head of Unit – Networks and Capacity Building** to coordinate the cooperation with the cities taking part in the URBACT programme.

#### 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](http://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](http://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](http://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 Head of Unit – Networking Projects and Capacity Building

### General description of the position

The Head of Unit – Networks and Capacity Building shall:

- Report to the Programme Director;
- Manage the staff of the Unit;
- Coordinate the work of the unit for efficient implementation of tasks;
- Coordinate exchange and learning activity including capacity building for beneficiaries;
- Advise the programme Director and the Managing Authority regarding the implementation procedures and programme budget management;
- Contribute to communication activities;
  - Collaborate closely with other Joint Secretariat staff.

## Main Tasks

### Task – Transnational Networking Related Tasks

#### a) Project Development

- Prepare, design and launch the calls for proposals to create networks;
- Contribute to communication campaigns of the calls for networks;
- Plan and coordinate drafting of documents related to the calls (application forms, guidance etc) linked to the SYNERGIE –CTE system where appropriate;
- Support beneficiaries with project development, thematic focus, methods and activities, FAQ, guidelines and templates for outputs;
- Support beneficiaries on administrative, management and financial matters (through specific guidelines, meetings, seminars, etc);
- Design and deliver the project assessment procedure (eligibility, assessment, etc).

#### b) Project Support and Monitoring

- Design and disseminate programme and project level documents dedicated to network management and implementation, tools for exchange and sound management;
- Monitor and review progress of networks in terms of project implementation, methods, results and indicators, ULG activities, capitalisation resources;
- Develop and disseminate tools and methods to support delivery of network workplans using training, contacts, participation in network meetings;
- Coordinate the network experts and the proper use of related budget;
- Collaborate with other staff members to ensure Synergie-CTE is adapted to networks needs;
- Organise the project implementation process (drafting Subsidy Contracts, processing payment claims, checking revisions of budget lines and/or action plans, checking revisions of application forms, reprogramming and mid-term review etc);
- Monitor and coordinate network payment claims and progress reports;
- Coordinate the reimbursement of network projects;

### Task – Capacity Building

- Contribute to the preparation of a programme level strategy for capacity Building activities focusing on needs and actions of programme actors and other potential beneficiaries;
- Supervise the implementation of the capacity-building activities targeting the networks and cities taking part in the URBACT programme;
- Coordinate activities and service providers commissioned by the programme (experts, trainers) in the field of capacity building;
- Work on evaluation framework for capacity building activities;

### Task – Programme Management

- Contribute to the management of the programme, in cooperation with the Managing Authority, the Certifying Authority, the Member States and the European commission;

- Contribute to the drafting and revision of programme procedures, including the Description of Management and Control Systems;
- Participate in the coordination and organisation of the Monitoring Committee meetings for what concerns project and programming matters and contents;
- Contribute to the organization of First Level Control Activities at project and programme level;
- Monitor the Programme budget on the networking projects and capacity building activities;
- Participate to the preparation of the annual implementation report for what concerns financial matters and contents;
- Support the implementation of system audit and audits on operations in connection with the Audit Authority and with the external auditors;
- Contribute to the programme evaluation strategy and indicators;
- Coordination with EUI on networking activities and capacity-building;
- Fulfil other competence-related duties assigned by the Director as resulting from the mission and needs of the URBACT programme.

## 5. Required Profile

### Education

Master Degree or any similar university degree in any field of relevance to the above tasks (Economics, European Affairs, Business studies, Urban Development, etc.);

### Professional experience:

- At least 5 years of experience in EU-funded projects or programmes, preferably on Structural Funds and/or cross-border, transnational or interregional cooperation;
- Experience in urban development and any related matters;
- Management/coordination experience;
- Experience in working with Local, National and/or European Administrations would be appreciated
- Knowledge of EU law, institutions and policies, in particular the European Regional Development Fund financial regulations;

### Languages:

- High level of proficiency and fluency (spoken interaction and spoken production) in English;
- Knowledge of French will be appreciated

**Know-how and tools:**

- Excellent writing and editing skills
- Excellent computer literacy (in particular MS Word, MS Excel and MS PowerPoint);
- Excellent oral presentation skills with the ability to present complicated information in a coherent manner
- Knowledge of the informatics monitoring system SYNERGIE-CTE is an advantage;

**Interpersonal skills:**

- Capacity to work in an international environment;
- Excellent organisation, communication, diplomacy and interpersonal skills
- Excellent coordinating and leadership skills including both team and finance/project management;
- Flexible approach to work; prepared to travel and work irregular hours.
- Accuracy and assertiveness
- Sense of initiative; ability to anticipate, propose and implement solutions
- Open-mindedness; independence, but good team working abilities
- Willing to travel in Europe (frequently)

## 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](mailto:t.gherca@urbact.eu) and [recrutement.anct@anct.gouv.fr](mailto: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.